WANG

Word Processing
Reference Manual

Word Processing Reference Manual

WANG

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PREFACE

Your Wang word processing system may be an Office Information System (OIS), a Word Processing System (WPS), or a VS/Integrated Information System (VS/IIS). For most word processing operations, you follow the same procedures on every system. When there are differences, they are stated in the title of the section. When the section applies to all three systems, the section's title will not refer to any particular system; however, if only one or two systems are named in the section's title, then that particular function applies to those systems only.

This Reference Manual is divided into the following sections:

Overview of Word Processing

This section describes the common characteristics of the OIS, WPS, and VS/IIS word processing systems -- the workstation, the master unit, the system disk, archive diskettes, and printers. General information about the screen and the keyboard of the interactive workstation is provided. Word Processing menus are illustrated, with instructions on selecting and terminating word processing and specific word processing functions.

Cursor Movement

This section describes the methods of relocating the cursor within text. Examples include using the NEXT SCRN and PRV SCRN keys and the Search function.

Formatting

This section describes format keys, format lines, and methods of revising format lines. Instructions on formatting columns, pagination, double underscoring, bold printing, hyphenating, automatic paragraph numbering to generate a table of contents, and using headers and footers are provided.

Editing

This section contains information on editing and modifying word processing documents. Instructions on striking over, deleting, replacing, copying, and moving text, as well as all methods of highlighting and dehighlighting portions of text are provided. Also, instructions on moving and deleting columns without affecting other text on the page are included.

Printing

This section contains information about revising the Word Processing
Print Document menu, preparing the printer, printing a document,
changing the order in which documents will print, and canceling a
print request. Instructions for creating and printing dual column
word processing documents are provided. Also, instructions for
preparing documents for merge printing, printing merged sets of
documents, and merging documents that, before printing, can be
displayed on the screen in their merged format are included.

Document Filing

This section contains instructions for preparing, mounting, and
dismounting diskettes, and for single/multiple/range copying, filing,
retrieving, and deleting operations. Also, instructions for
displaying and printing indices of documents in libraries, on
diskettes, or queued to printers are provided.

Additional Functions

This section contains instructions for using the Calculator functions
on OIS and VS/IIS. Also, instructions on generating keyword indices
for word processing documents, and instructions for using the OIS
Mailbox feature are provided.

Utilities

This section describes the procedures for duplicating and recovering
diskettes. A description of how to display a map of libraries and the
volumes on which they reside is provided. Also, instructions for
sorting text with one or more key field(s) in ascending or descending
order are included.

Security Measures

This section contains information on security measures that can be
taken by an operator to ensure document integrity, such as passwording
documents and Security Document Erase.

Messages and Prompts

This section contains alphabetical lists of system prompts and error
messages with definitions and recovery instructions.

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THE SYSTEM

The physical appearance and the expansion and storage capabilities of your equipment vary, depending on whether you are using OIS, WPS, or VS/IIS. Regardless of which system you are using, use these five components to perform all WP operations:

- The workstation includes a screen to display text and a keyboard to type text and perform word processing operations.

- The master unit contains electronic intelligence and memory that directs system activities. The master unit also contains a diskette drive to hold an archive diskette or other hard disks. Some systems, such as the WPS 20, contain two diskette drives.

- The system disk contains software that allows you to perform word processing operations. Text that you type at the keyboard is also stored on the system disk. The system disk may be contained in the master unit or in a separate disk drive. The disk drive contains one or two disk packs. Each disk pack contains a number of platters coated with a magnetic substance that allows them to store information.

- The Archive diskettes are used to store infrequently accessed documents, or to clear the system disk when it becomes too full. You insert archive diskettes into and remove them from a diskette drive.

- The printers can be either character printers (for letter-quality documents) or line printers (for rough drafts). If your character printer is equipped with a forms tractor or a twin sheet feeder, you can print documents without having to load each sheet of paper.

NOTE

The instructions in this manual assume that you are using a character printer. Line printers will have a slightly different output than character printers when some functions are used, such as special typing attributes and formulas.

THE WORKSTATION

The Screen

The WP workstation is <u>interactive</u>. This means that you are required to fill in various menu fields and respond to system prompts. All the menus, prompts, and messages required to perform word processing functions, along with all the information you enter through the keyboard, is displayed on the easy-to-read Cathode Ray Tube (CRT) <u>screen</u>.

The Menus

The following menus are used to help you locate and use your system's word processing capabilities. The menu sections are divided by system type (OIS, VS/IIS, and WPS). The first menu in each section is the Word Processing menu; this menu lists the options available to perform word processing. After you have selected an option on the Word Processing menu, the system may request a document ID or some other information; the places provided for your response are fields.

OIS Menus

```
                    WANG WORD PROCESSING SYSTEM

  Please select next activity:                        Date & Time

                    . Edit Old Document
                    . Create New Document
                    . Print Document
                    . Special Print Functions
                    . Document Index
                    . Document Filing
                    . Advanced Functions
                    . Utilities
                    . Glossary Functions

                    Creation Library is _
```

```
                           PRINT DOCUMENT

Document Id
Document Name

Print from Page:            Print thru Page:         Starting as Page No.
First Header Page:          First Footer Page:       Footer Begins on Line:

Page Length:                No. of Originals:         Character Set No.:
Printer No.                 Left Margin:

Please select one from each column:

DEVICE          PITCH      FORMAT         FORMS          STYLE      SUMMARY   DELETE

. Character     . 10       . Unjustified  . Continuous   . Final    . Print   . No
. Line          . 12       . Justified    . Standard     . Draft    . Omit    . Yes
. Photocomp.    . PS       . With Notes   . Form 1
. Image         . 15                      . Form 2       LINES PER INCH   . 6   . 8
```

```
                     SPECIAL PRINT FUNCTIONS

Please select desired print function:

                . Cancel Print Request
                . Select Next Printed Document
                . Merge Print
                . Dual Column Print
                . Print Index
```

```
                            DOCUMENT INDEX

Please choose one from each column:

        LOCATION:              WHICH ONES:         AUTHOR/OPERATOR NAME:

        . Library __          . All
        . Archive Diskette    . By Author
        . Printers            . By Operator
                              . In Use
                              . Damaged
```

```
                            DOCUMENT FILING

Please select filing operation:

    . Copy to Archive Diskette              . Single
    . File to Archive Diskette              . Multiple
    . Retrieve from Archive Diskette        . Range
    . Delete from Library
    . Delete from Archive Diskette
    . Prepare New Archive Diskette
```

```
                A D V A N C E D   F U N C T I O N S
                          Release X.X


Press EXECUTE to
Select Indicated Choice




                    List Processing
                    Readability Index
                    Basic Applications
                    Document Builder
                    Footnoting/Repagination


                    Automatic Paragraph Numbering
                    Calculator
                    Document Merge
                    Format Modification
                    Index Generator
                    Mailbox
                    Super Global Replace
```

```
           W O R D   P R O C E S S I N G   U T I L I T I E S

Press EXECUTE to
Select Indicated Choice

      . Dictionary Builder          . Security Erase
      . Document Compare            . Sort Document
      . Duplicate Disk             . Spelling Verification
      . Library Catalog            . Telecommunications
      . MAILWAY                    . Typewriter
      . Network Print              . Wangwriter Document Conversion
      . Recover Document
```

```
04/06/83                     Wang Laboratories, Inc.                    15:18:44
                              Footnoting/Repagination
                                   Release 1.2


Please Select Choices
Press EXECUTE to Continue


Footnote Location:                      Footnote Numbering Sequence:
    __ Page End                             __ 1, 2, 3   Starting at:___1
    __ Document End                         __ a, b, c   Starting at: __a
                                            __ Character: *, **, ***


Footnote Spacing                        Footnote Width: __80
    __ Single
    __ Double



        Footnote Style:
            __ Flush Left - Number Superscripted
            __ Indented   - Number at Position: __1 Text at: __7
            __ Tabbed     - First line of text at position: __7
```

```
Date                         Wang Laboratories, Inc.                       Time
                              Footnoting/Repagination
                                   Release 1.2



Please Select Choices
Press EXECUTE to Continue


Underscore Footnote ID:                     Footnote ID Delimiter
                                            Character: .

    __ Yes
    __ No

                   Place formatted footnote ID
                   into main text:

                            __ Yes
                            __ No
```

```
04/06/83                    Wang Laboratories, Inc.              15:18:44
                            Footnoting/Repagination
                                 Release 1.2


Please Select Choices
Press EXECUTE to Continue


Lines of Text per Page:              Repagination Numbering Sequences:


  Minimum:      __3             __ 1, 2, 3    Starting at:      __1
  Maximum:      _56             __ I, II, III Starting at:  _____I
                                __ i, ii, iii Starting at:  _____i
                                __ a, b, ..,zz Starting at:     ___
                                __ None
```

```
                         GLOSSARY FUNCTIONS

Please select desired function:

                       . Attach Glossary
                       . Detach Glossary
                       . Edit Old Glossary
                       . Create New Glossary
```

WPS Menus
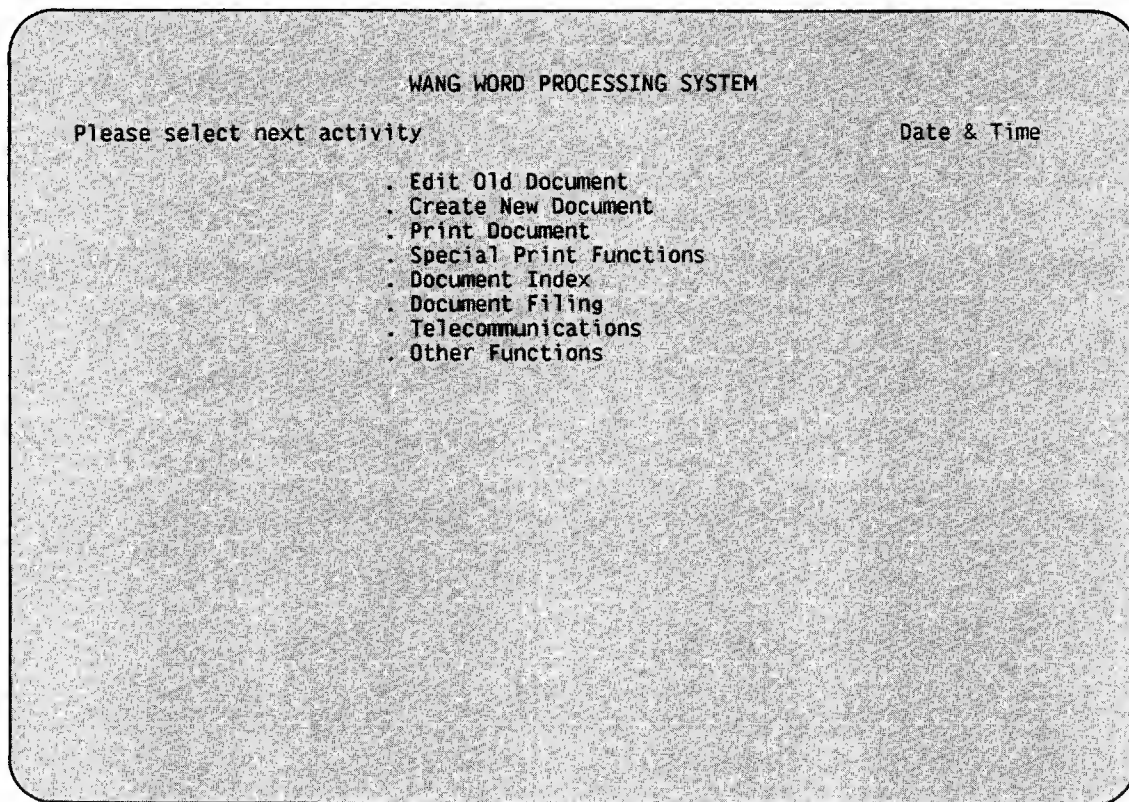
```
                    WANG WORD PROCESSING SYSTEM

  Please select next activity                        Date & Time

                    . Edit Old Document
                    . Create New Document
                    . Print Document
                    . Special Print Functions
                    . Document Index
                    . Document Filing
                    . Telecommunications
                    . Other Functions
```

PRINT DOCUMENT

Document Id
Document Name

Print from Page: Print thru Page: Starting as Page No.
First Header Page: First Footer Page: Footer Begins on Line:

Page Length: No. of Originals: Character Set No.:
Printer No.   Left Margin:

Please select one from each column:

DEVICE   PITCH   FORMAT   FORMS   STYLE   SUMMARY   DELETE

. Character   . 10   . Unjustified   . Continuous   . Final   . Print   . No
. Line   . 12   . Justified   . Single   . Draft   . Omit   . Yes
. Photocomp.   . PS   . With Notes   . Special

SPECIAL PRINT FUNCTIONS

Please select desired print function:

                    . Cancel Print Request
                    . Select Next Printed Document
                    . Merge Print
                    . Dual Column Print
                    . Print Index
                    . Cancel Index Printout

DOCUMENT INDEX

Please choose one from each column:

LOCATION: WHICH ONES: AUTHOR/OPERATOR NAME:

. System   . All
. Archive Diskette   . By Author
. Printers   . By Operator
                             . In Use
                             . Recovered

DOCUMENT FILING

Please select filing operation:

. Copy to Archive Diskette   . Single
. File to Archive Diskette   . Multiple
. Retrieve from Archive Diskette   . Range
. Delete from System
. Delete from Archive Diskette
. Prepare New Archive Diskette

```
                        OTHER FUNCTIONS

Please select desired function:

                        . Attach Glossary
                        . Edit Old Glossary
                        . Create New Glossary
                        . Reset Date and Time
                        . Duplicate Diskette
```

VS/IIS Menus

```
                        WANG VS WORD PROCESSING SYSTEM

Please select next activity:                                    Date & Time

                    . Edit Old Document
                    . Create New Document
                    . Print Document
                    . Special Print Functions
                    . Document Index
                    . Document Filing
                    . Terminate Word Processing
                    . Utilities
                    . Glossary Functions

                    Creation Library is __
```

```
                              PRINT DOCUMENT

Document Id
Document Name

Print from Page:          Print thru Page:          Starting as Page No.
First Header Page:        First Footer Page:        Footer Begins on Line:


Page Length:              No. of Originals:         Character Set No.:
Printer No.               Left Margin:

Please select one from each column:

        PITCH      FORMAT          FORMS          STYLE     SUMMARY    DELETE

   .    . 10    . Unjustified   . Continuous   . Final    . Print    . No
   .    . 12    . Justified     . Standard     . Draft    . Omit     . Yes
   .    . PS    . With Notes    . Form 1
   .    . 15                    . Form 2       LINES PER INCH  . 6  . 8
```

```
                          SPECIAL PRINT FUNCTIONS

Please select desired print function:

             . Cancel Print Request
             . Select Next Printed Document
             . Merge Print
             . Dual Column Print
             . Print Index
```

```
                          DOCUMENT INDEX

Please choose one from each column:

      LOCATION:                  WHICH ONES:              AUTHOR/OPERATOR NAME:

   . Library __              . All
   . Archive Diskette        . By Author
   . Printers                . By Operator
                             . In Use
                             . Damaged
```

```
                          DOCUMENT FILING

Please select filing operation:

   . Copy to Archive Diskette              . Single
   . File to Archive Diskette              . Multiple
   . Retrieve from Archive Diskette        . Range
   . Delete from Library
   . Delete from Archive Diskette
   . Prepare New Archive Diskette
```

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Word Processing Utilities	Backup / Recovery Functions
■ Document Filing and Conversion	_ Backup / Restore
_ Document Index	_ Documents and Files
_ Library Catalog	
_ List Management	_ Duplicate Diskette
_ Calculator	
	_ Clear In Use Condition
_ Readability Index Generator	
_ Spelling Verifier	_ Recover Archive Diskette
_ Modify Format Lines	_ Recover Damaged Diskette
_ Make Paragraph File	
_ Sort Document	
_ Compare Documents	Supervisory Functions
_ Super Global Replace	
	_ Create Library
	_ Change Document Password
_ Index Generator	_ Set Workstation Defaults
_ Paragraph Numbering and	
Table of Contents Generator	
_ MAILWAY Facilities	_ Run Program or Procedure

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Word Processing Utilities	Backup / Recovery Functions
■ Document Filing and Conversion	_ Backup / Restore
_ Document Index	_ Documents and Files
_ Library Catalog	
_ List Management	_ Duplicate Diskette
_ Calculator	
	_ Clear In Use Condition
_ Readability Index Generator	
_ Spelling Verifier	_ Recover Archive Diskette
_ Modify Format Lines	
_ Make Paragraph File	
_ Sort Document	
_ Compare Documents	Supervisory Functions
	_ Create Library
	_ Change Document Password
	_ Set Workstation Defaults
_ Paragraph Numbering and	
Table of Contents Generator	
_ MAILWAY Facilities	_ Run Program or Procedure

Workstation Model 2246C Utilities Menu

GLOSSARY FUNCTIONS

Please select desired function:

. Attach Glossary
. Detach Glossary
. Edit Old Glossary
. Create New Glossary

Selecting Activities from Menus

Sequence	Results
1. Position the Acceptance Block next to the desired activity by pressing the Space Bar. If an activity is passed, continue to press the Space Bar.	
The Utilities and Advanced Functions menus (on the OIS and VS/IIS), and the inner menus and screens associated with them, also allow you to select activities by typing the first letter of the activity (uppercase or lowercase). To return to a bypassed activity, press the first letter of the activity until the Acceptance Block returns to the desired position.	
2. Press EXECUTE.	The first menu or screen of the selected activity is displayed.

Creating a Word Processing Document

Sequence   Results

1. Select Create New Document from   A Document Summary screen is
    the Word Processing menu.   displayed.

2. In the Document Name field, enter
    a title that will help you to
    identify the document when you look
    for it in the Document Index.
    Press RETURN.

3. Enter the author's name and press
    RETURN.

4. Enter your name in the Operator
    field, and press RETURN.

────────────────────────── NOTE ──────────────────────────

Enter the identical sequence of uppercase and/or lowercase
characters and initials for author and operator names each time you
create a document. You can view a specific index of all documents
created for or by a particular author or operator only if this
recommendation is followed.

---

5. Enter additional data to help you   The first document screen is
    to identify the document in the   displayed.
    Comments field. Press EXECUTE.

────────────────────────── NOTE ──────────────────────────

Any or all of these fields may be left blank. Pressing EXECUTE at
any time during completion of the Document Summary screen causes
the first screen of the document to be displayed.

Terminating a Menu Activity

The Edit Old Document and Create New Document activities are terminated using the following procedure.

Sequence	Results
1. Press CANCEL.	The prompt "End of Edit?" is displayed in the status line.
2. Press EXECUTE.	The Word Processing menu is displayed.

The Print Document activity is terminated using the Cancel Print Request function. Cancel Print Request is accessed through the Special Print Functions menu.

The remaining Word Processing menu activities are terminated by pressing CANCEL once or twice, depending on the stage of operation you have reached. If you have only gone as far as to have selected the secondary menu (e.g., the Special Print Functions menu), pressing CANCEL once returns you to the Word Processing menu. If you have selected a specific activity from a secondary menu (e.g., Cancel Print Request from the Special Print Functions menu), pressing CANCEL once returns you to the secondary menu you selected from the Word Processing menu. Pressing CANCEL a second time returns you to the Word Processing menu.

THE KEYBOARDS

Each of the three Word Processing keyboards consists of five standard key types: <u>Character</u>, <u>Format</u>, <u>Locate</u>, <u>Edit</u>, and <u>Transaction</u> keys. VS/IIS also has <u>Program Function</u> keys. To view the OIS and WPS keyboard, refer to Figure 1. To view the VS/IIS keyboard, refer to Figure 2.

VS/IIS systems can function in either Word Processing (WP) mode or Data Processing (DP) mode; thus, certain key functions vary for VS/IIS, depending on the processing mode. When using a VS/IIS combined workstation for DP functions, the keys in the top row of the keyboard operate as <u>Program Function</u> (PF) keys. Keys with dual functions are listed, and reference is made to their DP capabilities.

The following list summarizes the various key types:

- <u>Character</u> keys are the letters, numbers, and special characters needed for normal typing operations.

- <u>Format</u> keys are used to establish a layout that is specific to the requirements of each document.

- <u>Locate</u> keys are used to move the cursor to any location within a document.

- <u>Edit</u> keys are used to change text that has already been entered in a document.

- <u>Transaction</u> keys are used to inform the system either to complete or to cancel an activity or operation.

- <u>Program Function</u> are located on the function strip below the top row of keys, which displays the PF number corresponding with each key. When using the combined workstation for WP functions, these keys (PF keys) are used for the text editing functions indicated on each key.

Three other keyboard attributes described in this section are:

- <u>Repeating</u> keys continuously produce the function of the key pressed. Pressing and holding down specific keys (e.g., hyphen (-)) repeatedly produces that character (-----). Pressing and holding down a Cursor Control key (e.g. the North Cursor Control key) continuously moves the cursor in that key's direction (north).

NOTE

You cₑ repeat all other characters by holding down the Space Bar <u>and</u> the key to be repeated.

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● The Command key is used in conjunction with several other WP keys to perform a variety of additional functions.

● Screen Graphics appear on the screen each time you press a format key. These graphic symbols are interpreted by the system as word processing characters. Therefore, they can be used to overstrike existing text and will be replaced if overstruck by other word processing characters.

Allows any amount of text to be copied from one portion of a document to another.

Allows a character-defined sequence to be replaced with another within a document.

Allows document/ text merging.

Allows any amount of text to be moved within a document.

Allows the defining of vertical spacing, tab stops and line length.

Allows operator to write notes within a document.

Automatically aligns columns of numeric date by decimal points.

Allows operator to indicate where printing is to stop in a document.

Used in conjunction with other keys, it allows various special operations to be performed.

Automatically centers a line of text.

Allows a character-defined sequence to be located within a document.

Allows formulas, equations, etc., containing super/subscripts to be created.

Defines the end of a page of text.

Instructs system to proceed directly to a specified page within a document.

Forces the termination of any operator-defined function of operation.

Indents a line and all subsequent lines until RETURN is touched.

Allows characters, words, sentences, paragraphs, or entire sections of text to be inserted within a document.

Allows the previous screenload of text to be redisplayed.

Allows the next screen-load of text to be reviewed.

Allows characters, words, sentences, paragraphs, or entire sections of text to be deleted from a document.

Allows commonly used words or phrases to be stored, then retrieved in only 2 keystrokes.

Cursor Positioning Keys - move the cursor in the indicated directions.

Defines the acceptance or approval of an operator function or action.

Figure 1.   OIS and WPS Keyboard

HELP Key
disabled in WP

Plastic strip directly beneath these keys indicates their PF numbers
when used for DP purposes

Glossary Key
active only in WP

Home Key
disabled in WP
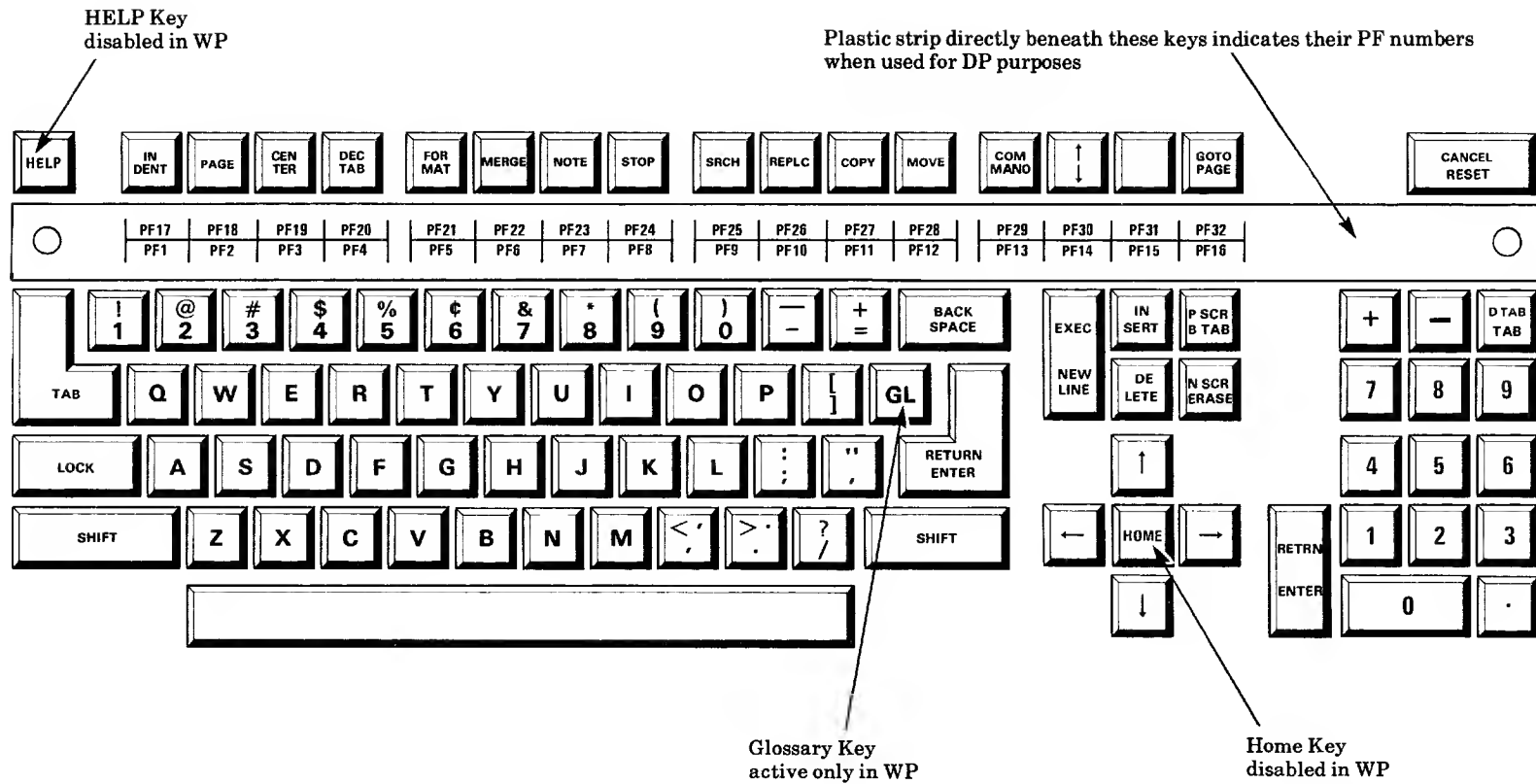
Figure 2.   VS/IIS Keyboard

Format Keys

Format keys establish a document's physical layout.
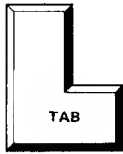
Sets tab positions in the format line or moves the cursor, in text, directly to the next tab position established in the format line. A line of text beginning with a Tab graphic will wrap around if it exceeds the right margin set in the format line, and the next resulting line of text will begin at the original left margin.
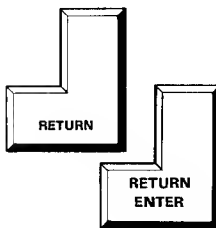
Ends a paragraph and returns the cursor to the beginning of the next line; ends a line that does not reach the right-hand margin on the screen; creates blank lines between paragraphs; ends a row of tabular data; and sets the line length in the format line. RETURN is not used to end each line because of the automatic word wraparound feature. When the cursor reaches the last character position of a line (as indicated in the format line) and the last character is not a space, the entire word that is being typed is "wrapped around" to the next line. (ENTER is not functional in WP mode.)

Creates a temporary left margin at the tab positions established in the format line. When RETURN is pressed, the next line of text begins at the original left margin.

Ends the current page and creates the next page immediately following the current cursor position.

Centers text on the screen within the margins established in the format line. All editing features can be performed on a centered line. When information is inserted or deleted within a centered line, the line is automatically adjusted.

Aligns columns of numbers (whole, negative, or decimal) or letters on decimal separators. It is not absolutely necessary to enter decimal separators when using the Decimal Tab operation. Not entering a decimal separator aligns columns on the right edge.

Displays a new format line or moves the cursor into an existing format line that is immediately adjacent to the cursor.
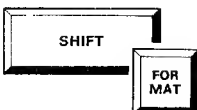
Moves the cursor into the preceding format line when the cursor is not adjacent to the format line.

Moves a character up or down with spacing that is subject to the format line spacing. When underscored, this Format key instructs the system to perform various special tasks during printing (e.g., bold printing, double underscoring, or slash through). In filing, the Subscript key is used during insertion and removal of diskettes in the archive drive.

Instructs the printer when merging documents to switch to the primary document, which contains standard information, or the secondary document, which contains variable information. MERGE is used in conjunction with COMMAND to alphabetically or numerically sort text, and is also used for alignment in Dual Column Print.

Allows you to type reminders to yourself. The document can be printed with or without notes. NOTE is also used in various Advanced Functions.

Stops the printer at a particular position while printing a document (e.g., when changing the print wheel or when switching character set).

Locate Keys

The following Locate keys move the cursor:

↑	Up through text one line at a time.
↓	Down through text one line at a time.
→	To the right through text one position at a time.
←	To the left through text one position at a time.
HOME	Only available on VS/IIS and not functional in WP mode.
BACK SPACE	To the previous character, skipping over "empty" space.
NEXT SCRN / N SCR ERASE	Advances the cursor to the first character, second line of the next screen of text. (ERASE is only available on VS/IIS, and is not functional in WP mode.)
PREV SCRN / P SCR B TAB	Positions the cursor at the last character, last line of the previous screen of text. (B TAB is only available on VS/IIS, and is not functional in WP mode.)

NOTES

If the cursor is within the three-line carryover (i.e., the last three lines or the first three lines of a screen) and NEXT SCRN or PREV SCRN is pressed, the cursor remains at the same character position when the next or previous screen is displayed.

Both the West Cursor conrol key and BACKSPACE move the cursor to the left one character at a time. The difference between them is that BACKSPACE moves over "empty" space, whereas the West Cursor Control key does not.

SRCH	Provides direct access to a specific character sequence.
GOTO PAGE	Provides random access to a specific page number. Also used in conjunction with the Cursor Control keys to relocate the cursor within a page of text, and used in conjunction with NOTE to relocate the cursor to a specific position within a document.

Edit Keys

Edit keys change text.

IN SERT	Allows text to be added to existing text.
DE LETE	Removes a defined amount of information from existing text.
REPLC	Removes a defined amount of text and substitutes alternate text.
COPY	Duplicates a defined amount of text and positions it at a new location within a document.
MOVE	Removes a defined amount of text and positions it at a new location within a document.
SHIFT COPY	Allows text to be copied and placed in another document when super copying text.
SHIFT MOVE	Allows text to be moved to another document when super moving text.
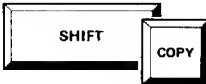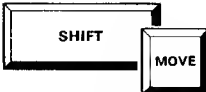
Transaction Keys

Transaction keys inform the system either to complete or cancel an activity or operation.
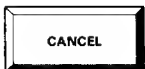
CANCEL **CANCEL RESET**	Terminates the activity currently in process. (RESET is not functional in WP mode, and is only available on the VS/IIS.)
EXECUTE **EXEC NEW LINE**	Completes the activity currently in progress. (NEW LINE is not functional in WP mode, and is only available on the VS/IIS.)
HELP	Interrupts processing and returns to the Command Processor menu (VS System menu only) without damaging or losing information. During Word Processing Utility functions, position the Acceptance Block next to a particular function on the Word Processing Utilities menu and press HELP to obtain a brief description of that function.

Repeating Keys

Repeating keys continuously produce the function of the key pressed.
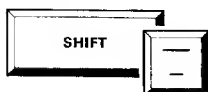
Key	Function
(key: colon)	(.........)
(key: underscore)	(---------)
SHIFT (key: underscore)	(_____)
SPACE BAR	( )
↑	cursor moves north
↓	cursor moves south
→	cursor moves east
←	cursor moves west
BACK SPACE	cursor moves west

The Command Key

The Command key performs certain activities and accesses particular operations when it is used in conjunction with other keys.
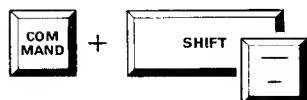
Underscores text as it is entered. This will also underscore the affected text if used during a particular operation, such as Search, etc.
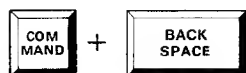
Moves the cursor forward to the next character, skipping over "empty" space.

NOTE

Pressing COMMAND + BACKSPACE once moves the cursor forward one position. To continue moving the cursor forward, press BACKSPACE. To stop moving the cursor forward, press any Cursor Control key. If the cursor is beneath the last character in the last line of a screen, pressing COMMAND + BACKSPACE once causes the cursor to move to the next screen (or page) of text.
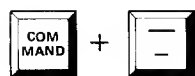
Searches a document for words that can be divided between syllables of an operator-specified length, and hyphenates them to create more even right margins or less irregularly justified text.
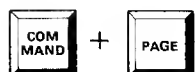
Repaginates documents automatically by inserting new page breaks and removing old ones, ensuring uniform page lengths.
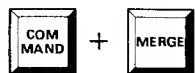
Allows lists to be sorted numerically or alphabetically in ascending order.
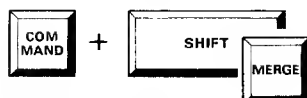
Allows lists to be sorted numerically or alphabetically in descending order.

Unlocks the door on a diskette drive for insertion or removal of a diskette.

Allows you to mark the cursor's current page, line, and position, and later return to that position by pressing GO TO PAGE + NOTE.
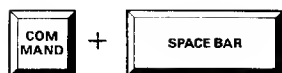
Prevents the system from placing items on different lines. Press COMMAND + SPACE BAR between all numbers and letters that are to remain on the same line.

COMMAND + MOVE
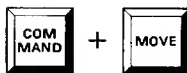
Highlights a column of text when using the Cursor Control keys, NEXT SCRN, or PREV SCRN, and relocates a column of text on a page without affecting other lines of text.
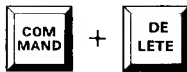
COMMAND + DELETE

Highlights a column of text when using the Cursor Control keys, NEXT SCRN, and PREV SCRN, and deletes a column of text from a page without affecting other lines of text.

COMMAND + SHIFT + = (plus/equals)
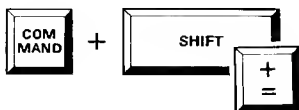
Allows the Math Support Package to be accessed. Math Support helps to perform common mathmatical functions on numbers that are part of a standard word processing document. Refer to the Mathpack Support Package User Manual (700-4671) for more information on math functions.

COMMAND + SHIFT + 8 (asterisk)

Allows a password to be entered for a document that is password protected.

COMMAND + SHIFT + 7 (&)

Allows a password to be changed or deleted.

COMMAND + SHIFT + 4 ($)
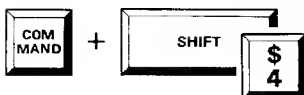
Allows a paragraph file to be recalled into the text.

COMMAND + GL
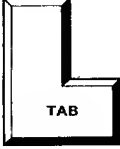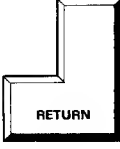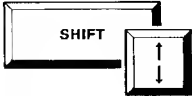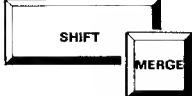
Makes it possible to attach a glossary to the file. Glossaries are used when repetitive items are required fairly often.

COMMAND + SHIFT + 1 (!)
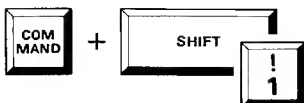
Verifies a glossary, which may also be attached to the file after being verified.

SCREEN GRAPHICS

Graphics appear on the screen each time you press one of the following format keys.

Format Key	Graphic Symbol
TAB	▶
RETURN	◀
IN DENT	→
PAGE	⊥
CEN TER	◆
DEC TAB	∟
FOR MAT	∟1..▶....▶....▶....▶...
↕	↓
SHIFT ↕	↑
MERGE	↕
SHIFT MERGE	↨
NOTE	‼
STOP	■

SYSTEM STARTUP

Accessing Word Processing on OIS

Sequence	Results
1. Move the toggle switch on the bottom right corner of the back of your workstation to the up position.	The system displays the Disk Operating System (DOS) menu.
2. Using the Space Bar, position the Acceptance Block beside Word Processing and press EXECUTE.	The Word Processing menu appears on the screen.

Terminating Word Processing on OIS

1. To return from the Word Processing menu to the DOS menu, press SHIFT + CANCEL.	The DOS menu is displayed on the screen.

Accessing Word Processing on WPS

1. Move the toggle switch on the bottom right corner of the back of your workstation to the up position.	The system displays the Word Processing menu, and you may begin immediately.

Terminating Word Processing on WPS

1. Turn off your workstation by moving the toggle switch to the down position.

Accessing Word Processing on VS/IIS

Before using VS/IIS, provide your system administrator or supervisor with the user ID and password you plan to use for all future system operations. User IDs can consist of up to three characters, the first of which must be a letter. Passwords can contain a maximum of eight alphanumeric characters. Your password does not appear on the screen as you enter it, so select a password you are not likely to forget. Your system administrator will add your user ID and password to the System User List so that you can use VS/IIS any time you wish.

Sequence	Results
1. Move the toggle switch on the bottom right corner of the back of your workstation to the up position.	The system displays the Wang VS Logon screen.
2. Enter your user ID in the three highlighted blocks provided for it.	The cursor moves to the "empty" space designated for your password.
3. Enter your password.	The letters do not appear. This is a system security feature.
4. Press RETURN.	The system displays the VS Command Processor menu.
5. Press PF 9.	The Initialization screen appears briefly, and the Word Processing menu is displayed.

Terminating Word Processing on VS/IIS

1. On the Word Processing menu, position the Acceptance Block next to Terminate Word Processing and press EXECUTE.	The system displays the Command Processor menu.

VS Logoff Procedures

1. From the VS Command Processor menu, press PF 16.	The Logoff screen appears. Press the red HELP key to stay on the system. Press RETURN to log off the system.
2. Press RETURN.	The VS Logon screen appears, indicating that you are no longer logged on to the VS system.

CURSOR
MOVEMENT

MOVING THE CURSOR TO THE NEXT SCREEN OF TEXT

Sequence   Results

1. Press NEXT SCRN.   The cursor moves to the first
                                            character in the second line of
                                            the next screen of text.

                                            If the cursor is within the
                                            three-line carryover (e.g., the
                                            last three lines of a screen) and
                                            NEXT SCRN is pressed, the cursor
                                            remains at the same character
                                            position when the new screen is
                                            displayed.

MOVING THE CURSOR TO THE PREVIOUS SCREEN OF TEXT

1. Press PREV SCRN.

The cursor moves to the last character in the last line of the previous screen of text.

If the cursor is within the three-line carryover (e.g., the first three lines of a screen) and PREV SCRN is pressed, the cursor remains at the same character position when the new screen is displayed.

MOVING THE CURSOR TO ANOTHER PAGE

The cursor moves to the:

GOTO PAGE + ↑   First character in the first line of the current page (home position).
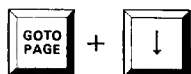
GOTO PAGE + ↓   Last character in the last line of the current page (reverse home position).
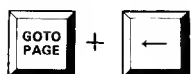
GOTO PAGE + →   Last character position of the current line.

GOTO PAGE + ←   First character position of the current line.

GOTO PAGE + Page No. + EXECUTE   First character in the in the first line of a specified page (home position). Pressing page number one moves the cursor to the first character of page one. Pressing a page number beyond the last page number moves the cursor to the last character of the document.
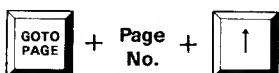
GOTO PAGE + Page No. + ↑   First character in the first line of a specified page (home position).
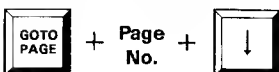
GOTO PAGE + Page No. + ↓   Last character in the last line of a specified page (reverse home position).
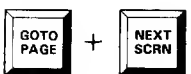
GOTO PAGE + NEXT SCRN   First character in the first line of the next page (home position).
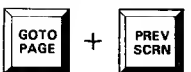
GOTO PAGE + PREV SCRN   First character in the first line of the previous page (home position).
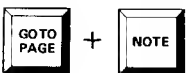
GOTO PAGE + NOTE   Location specified by the Document Marking procedure (COMMAND + NOTE).
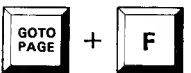
GOTO PAGE + F   Footer page. A footer may be created or edited when the footer page is accessed.
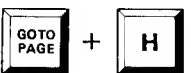
GOTO PAGE + H   Header page. A header may be created or edited PAGE when the header page is accessed.

GOTO PAGE + W   Work page. Personal notes may be created or edited when the work page is accessed.

SEARCHING FOR TEXT

Sequence	Results

1. Press SRCH.

The prompt "Search for what?" is displayed in the status line.

2. Enter the sequence of characters to be searched for. A maximum of 127 characters can be searched for at one time (the first 16 characters are displayed and highlighted at the bottom of the screen).

The Search operation is partially case specific, that is, entering uppercase letters will only locate uppercase text; however, entering lowercase letters will locate all text in both uppercase and lowercase.

To eliminate finding a word within a word (such as the word "in," as shown), surround the word being searched for with spaces [e.g., (space) in (space)].

As each character is entered, it is highlighted and displayed in the message line.

The system begins searching at the current cursor position and proceeds to the end of the document.

Characters entered in error can be deleted by pressing BACKSPACE an appropriate number of times. Each time BACKSPACE is pressed, the system restarts the search at the first instance of the changed pattern.

The system searches for the defined sequence of characters.

When a sequence is located, the system stops and highlights it.

Once a sequence has been located, any of the following functions can be performed: Insert, Delete, Replace, Move, Copy, Super Move, Super Copy, Global Replace, and Command attributes. If SHIFT + the Underscore key is pressed, the highlighted text is automatically underscored. If any of these functions are performed, the Search operation is terminated.

3. Press SRCH as many times as necessary to locate all instances of the character sequence.

When all character sequences have been located, press CANCEL. To cancel a Search operation in progress, press CANCEL.

GLOBALLY SEARCHING FOR TEXT

Sequence	Results
1. Press SHIFT + SRCH.	The prompt "Search for what?" is displayed in the status line.
2. Enter the sequence of characters to be searched for. A maximum of 127 characters can be searched for at one time (the first 16 characters are displayed and highlighted at the bottom of the screen). The Search operation is partially case specific, that is, entering uppercase letters will only locate uppercase text; however, entering lowercase letters will locate all text in both uppercase and lowercase. To eliminate finding a word within a word (such as the word "in," as shown), surround the word being searched for with spaces (e.g., (space)in(space)).	As each character is entered, it is highlighted and displayed in the message line. During Global Search, the system begins the search on the first screen of the document, regardless of the position of the cursor when the Global Search is initiated. Characters entered in error can be deleted by pressing BACKSPACE an appropriate number of times. Each time BACKSPACE is pressed, the system restarts the search at the first instance of the changed pattern. The system searches for the defined sequence of characters. When a sequence is located, the system stops and highlights it. Once a sequence has been located, any of the following functions can be performed: Insert, Delete, Replace, Move, Copy, Super Move, Super Copy, Global Replace, and Command attributes. If SHIFT + the Underscore key is pressed, the highlighted text is automatically underscored. If any of these functions are performed, the Search operation is terminated.
3. Press SRCH as many times as necessary to locate all instances of the character sequence. To cancel a Search operation in progress, press CANCEL.	

DOCUMENT MARKING

Sequence   Results

1. Position the cursor at any position
    in a document and press COMMAND +
    NOTE.

2. Relocate the cursor using any   The cursor moves to the specified
    method you wish (i.e., GO TO PAGE,   location.
    PREV SCRN, NEXT SCRN).

3. Press GO TO PAGE + NOTE.   The cursor returns to the exact
                                                 position where COMMAND + NOTE was
                                                 pressed.

─────────────────────── NOTES ───────────────────────

If you add or delete text on the same page of the document that has
been marked, Document Marking returns the cursor to its original
page, line, and position (the cursor will return to the same
location, but perhaps not the same text). If text containing the
marked position is deleted, the system will locate the cursor as
close as possible to the originally marked location.

The system only remembers one marked position at a time; the cursor
returns to the most recently marked location.

The marked location is lost when you cancel out of a document.

CREATING AND REVISING FORMAT LINES

Overview

The format line controls the appearance of the text that follows it. Vertical spacing; tab, indent, and decimal tab positions; and the line length are established in the format line.

⌊1..▶....▶....▶....▶....▶....▶....▶....▶....▶....▶....▶....◄

- Line Starting Position -- The line starting position, indicated by a vertical bar (|), is always at position 1 on the screen. It is underscored if it is at the top of the page, and is not underscored if it is in the middle of the page.

- Horizontal Scroll -- If your workstation is equipped with the Horizontal Scroll option, text lines can consist of up to 158 characters. Using any of the methods described to revise the format line, the screen scrolls to the left and the character position numbers increase when you continue moving the cursor past Position 80.

- Vertical Spacing -- This setting determines how many lines of text are printed per vertical inch. Vertical spacing is specified by either a number or uppercase letter. The vertical spacing choices are:

  1 - single   Q - quarter
  W - one and one-half   H - half
  2 - double   0 - zero (Strike Thru)
  3 - triple

  Although text is always displayed on the screen as single spacing, the line position indicator in the status line increases by the vertical spacing indicated in the format line. For example, when triple spacing (3) is selected, the line position indicator increases by three lines for each line on the screen. The text will print according to the vertical spacing set in the format line, rather than the appearance of text on the screen.

- Tab Stops -- These settings determine where the cursor is positioned each time TAB, INDENT, or DEC TAB is pressed. Tab Stops, as indicated by Tab graphics (▶), can be placed anywhere in the format line except for position 1 (the line starting position) or position 2 (the vertical spacing setting).

- Line Length -- This setting determines the right-hand margin on the screen. The line length, as indicated by a Return graphic (◄), cannot exceed position 80 on the screen, or position 158 if Horizontal Scroll is used. As text is typed, each line is filled until the maximum is reached. Text that does not fit is automatically wrapped to the next line.

The format line that is displayed at the top of page 1 is called the Primary format line. There is only one Primary format line in a document.

All format lines in a document other than the Primary format line are Alternate format lines. Alternate format lines may be created as necessary within a document, provided they are separated by at least one character.

All newly created Alternate format lines are created within a page, the settings displayed are the same as those in the last format line in that page.

As new pages are created within a document, the Alternate format line at the top of the page is displayed with the settings of the last Alternate format line.

Once entered and executed, all format lines can be modified or deleted, and new Alternate lines can be added. There are several manual methods that are effective during document creation or when editing shorter documents. These methods are explained in the following sections.

Creating an Alternate Format Line

Sequence   Results

1. Position the cursor where an
    Alternate format line is needed.

```
┌─────────────────────── NOTE ───────────────────────┐
│                                                     │
│  There must be at least one character between two format lines. │
│                                                     │
└─────────────────────────────────────────────────────┘
```

2. Press FORMAT.   A new format line identical to the
                                                   previous format line is displayed,
                                                   the cursor moves to the third
                                                   character position of the new
                                                   format line.

3. Change the settings in the format
    line as necessary.

4. Press EXECUTE.   The cursor moves out of the format
                                                   line and is returned to where it
                                                   was before performing this
                                                   procedure.

Revising a Format Line

Sequence	Results

1. Position the cursor anywhere on the
   page below the format line to be
   revised and above all subsequent
   format lines on the page.

2. To move the cursor into the format   The cursor moves to the third
   line, press SHIFT + FORMAT. Or   cursor position of the format
   if the cursor is under the character   line.
   immediately following the format
   line, press FORMAT.

3. To change the vertical line spacing:

   a.   Press BACKSPACE once.   The cursor moves to the second
                                                cursor position in the format
                                                line.

   b.   Strike over the existing   The cursor moves to the third
        setting with one of the   cursor position.
        choices.

4. To clear the format line, press   The line length position (Return
   RETURN.   graphic) is moved to the third
                                                 position.

5. To create Tab Stops:

   a.   Press the Space Bar or the East
        Cursor Control key until the
        cursor reaches the desired tab
        location.

   b.   When determining the format
        line settings, watch the
        character position indicator
        in the status line for the
        desired character position.

   c.   Press TAB.   A Tab graphic is displayed at
                                                the indicated position.

        Tab graphics mark the positions
        used by TAB, DEC TAB, and
        INDENT.

   d.   Repeat step 5 as necessary to
        set additional Tab Stops.

3-4

Sequence   Results

6. To remove existing Tab Stops,   Tab graphics are replaced by
    position the cursor under the Tab   Space graphics.
    graphic and press the Space Bar.

7. To set the line length:

    a.   Press the Space Bar or the
         East Cursor Control key until
         the cursor reaches the desired
         character position.

    b.   Press RETURN.   The Return graphic and cursor are
                                              displayed at the indicated
                                              character position.

8. Press EXECUTE.   The cursor moves out of the format
                                              line and returns to where it was
                                              before performing this procedure.

Recalling a Copy of the Primary Format Line

Sequence	Results
1. Enter the desired format line by pressing SHIFT + FORMAT, or create a new format line by pressing FORMAT.	The cursor enters the previous format line, or a new format line identical to the previous format line is displayed.
2. Press FORMAT again.	The settings of the Primary format line are copied to the current format line.
3. Press EXECUTE.	The cursor moves out of the format line and returns to where it was before performing this procedure.

Deleting an Alternate Format Line

1. Position the cursor anywhere on the page below the format line to be deleted and above all subsequent format lines on the page.

NOTE

The Primary format line cannot be deleted, and the Alternate format line at the top of a page can be deleted only when the Page Break graphic is deleted from the bottom of the previous page (to combine pages), or when a page or a portion of a page is deleted along with a Page Break graphic.

---

2. Press SHIFT + FORMAT. If the cursor is under the character immediately following the format line, simply press FORMAT.	The cursor moves to the third cursor position of the previous format line.
3. Press DELETE.	The Alternate format line is deleted.
	The text is automatically adjusted to the settings of the previous format line.
	The cursor moves out of the format line and returns its position prior to performing this procedure.

Copying a Format Line During a Move or Copy Operation

Sequence	Results

1. When the cursor is positioned under the first character of text to be moved or copied, and the system prompts "Copy what?," press FORMAT before highlighting the rest of the text to be copied or moved.

The system sounds a tone and briefly displays the message "Format copied" in the upper right corner of the screen.

If the text is then relocated to a position immediately following a format line, the copied format line overrides it. If the text is relocated into the middle of text, the copied format line precedes it.

OIS AND VS/IIS AUTOMATIC FORMAT MODIFICATION

Overview

When creating and editing long documents that need extensive format changes, the manual methods described in the previous section can be time consuming. Format Modification, a VS/IIS Utility and an OIS Advanced Function, lets you tell the system to search a document and automatically make consistent format changes according to your specifications; it is not available on WPS.

Format Modification provides the option to change either page format lines, all format lines, or each occurrence of a specific format line. In addition, Format Modification can be confined to a specific page range or be instructed to change an entire word processing document.

General Instructions

Sequence	Results
1. Using OIS, select Format Modification from the Advanced Functions menu and press EXECUTE.	The system displays the Format Modification menu.

Using VS/IIS, select Modify format lines from the Utilities menu and press EXECUTE.

2. Enter the ID of the document to which format changes will be made. Press EXECUTE.

3. If the page range on which Format Modification will be used is not the entire document, enter the specific page numbers to be searched and replaced. Use BACKSPACE or the Cursor Control keys to change these numbers. Press TAB or RETURN to move between the fields.

4. When the desired page range has been entered, press EXECUTE.	The screen displays a menu requesting you to choose the format lines to be changed.

5. Press the Space Bar or the first letter of the choice to make a selection from the Format Modification menu.

NOTE

Page Format Lines modifies only the first format line on the page for the selected page range or the entire document. All Format Lines changes all format lines in the page range or the entire document. Each Occurrence of a Specific Format Line modifies a specific format throughout the document.

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6. Press EXECUTE after making a selection.

Modifying Page Format Lines or All Format Lines

Sequence   Result

1. Modify the format line on the
    screen to the desired new format.

2. Press EXECUTE to begin replacement.   The lower left corner of the
                                                  screen displays the prompts "(In
                                                  progress)" and "Completed." When
                                                  the function is completed, the
                                                  screen displays a message stating
                                                  that format lines have been
                                                  replaced within the specified page
                                                  range.

3. Press EXECUTE to rerun Format
    Modification, or press CANCEL to
    return to the OIS Advanced
    Functions menu or the VS Word
    Processing Utilities menu.

Modifying Each Occurrence of a Specific Format Line

Sequence   Results

1. The screen displays the first
    format line in the specified page
    range. If a different format line
    will be changed, press SRCH
    to display the next format in
    the page range. When the
    appropriate format line has been
    located, press EXECUTE to edit the
    format line.

2. Modify the format line on the
    screen to the desired new format.

3. Press EXECUTE to begin replacement.   The lower left corner of the
                                           screen displays the prompt "(In
                                           progress)." When the function is
                                           completed, the screen displays the
                                           message "Completed" and states
                                           that each occurrence of the
                                           specific format line has been
                                           replaced within the specified page
                                           range.

4. Press EXECUTE to rerun Format
    Modification, or press CANCEL
    to return to the OIS Advanced
    Functions menu or the VS Word
    Processing Utilities menu.

USING THE FORMAT KEYS

The Return Key

Sequence   Results

1. Enter text or columns of text.

2. Press RETURN.   The Return graphic is displayed
                                                  and the cursor moves to position 1
                                                  of the next line.

The Tab Key

1. Set the Tab Stops as needed in the
    format line and press EXECUTE.

2. Press TAB.   A Tab graphic is displayed one
                                                  character before the Tab set in
                                                  the format line.

3. Enter text and/or press TAB again.   The first character of the text
                                                  aligns on the Tab position set in
                                                  the format line. A Tab graphic
                                                  appears each time the Tab key is
                                                  pressed.

NOTE

If TAB is pressed and no Tab Stops remain in the format line, a Tab
graphic is displayed at that character position and the cursor
automatically moves to the beginning of the next line.

The Indent Key

1. Set the Tab Stops as needed in the format line prior to using the Indent function.

2. Press INDENT one or more times until the cursor is at the desired position for the left-hand margin.

    The Indent graphic is displayed.

3. Enter the text.

    All subsequent lines of text are automatically wrapped around to the tab position where the Indent graphic is entered until RETURN is pressed.

4. Press RETURN.

    The Indent operation stops and the cursor moves to character position 1 of the next line.

The Center Key

1. Position the cursor at the left margin and press CENTER.

    The Center graphic is displayed at the left margin and the cursor moves to the center of the line.

2. Enter the text to be centered.

    For every two characters entered, the text moves one character position to the left.

    Text is centered between the left and right margins on the screen. Text is not necessarily centered between the dimensions of the printing material (i.e., paper, envelope, index card).

3. Press RETURN.

    The Center operation stops and the cursor moves to character position 1 of the next line.

```
┌──────────────────────── NOTES ────────────────────────┐
│                                                         │
│  If INDENT is pressed prior to pressing CENTER, the Center graphic │
│  is displayed next to the Indent graphic, and the text is centered │
│  between the temporary left margin (Indent) and the right margin.  │
│                                                         │
│  If CENTER is pressed prior to pressing PAGE to enter a page break, │
│  a "hard" page break is created.  Hard page breaks are not deleted │
│  during Automatic Repagination (COMMAND + PAGE).        │
│                                                         │
└─────────────────────────────────────────────────────────┘
```

FORMATTING COLUMNS

The Dec Tab Key

```
┌─────────────────────── NOTES ───────────────────────┐
│                                                      │
│  A Decimal Separator is a character that, when entered in the │
│  Decimal Alignment mode, causes the text to appear to the right of │
│  the decimal tab setting.  Decimal separators are the decimal point │
│  (.), right parenthesis ()), the asterisk (*), and space following a │
│  digit.                                              │
│                                                      │
│  A Decimal Ender is a Screen graphic that, when entered in the │
│  Decimal Alignment mode, ends the current column and moves the │
│  cursor to the next tab setting.  Decimal enders are: the Tab ( ▶ ), │
│  Indent ( ─ ), Return ( ◀ ), Center ( ◆ ), Dec Tab ( ⌐ ), and Page Break │
│  ( ⊥ ).  Decimal alignment also ends when the space between tabs is │
│  completely filled with text.                        │
│                                                      │
└──────────────────────────────────────────────────────┘
```

Sequence

1. Set the Tab Stops in the format
   line in the exact position where
   the decimal separator is to align.

2. Press DEC TAB.

3. Type the text.

4. Press DEC TAB as many times
   as necessary to enter additional
   tabbed information on that line.

5. Press RETURN to end each line.

Results

The Decimal Tab graphic is
displayed.

The text moves to the left of the
decimal tab setting unless/until a
decimal separator is entered. The
decimal separator appears at the
tab position set in the format
line. Characters typed after the
decimal separator appear to the
right of the tab position.

The cursor moves to the decimal
tab position of the next column.

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Centering Column Headings

```
┌──────────────────────── NOTE ────────────────────────┐
│                                                       │
│  Because you cannot type into empty space between existing Tab and │
│  Dec Tab graphics in a word processing document, you must first    │
│  enter or insert a line of spaces where the headings are to appear │
│  in order to enter headings over columns.             │
│                                                       │
└───────────────────────────────────────────────────────┘
```

Sequence   Results

1. Use the Space Bar to enter a line
    of spaces above the columns where
    headings are to appear.

2. Position the cursor under the
    space above the first character in
    the column.

3. Determine how many characters are
    in the widest entry in the column
    (do not count the Dec Tab graphic).

4. Move the cursor forward from the
    starting position half the number
    of characters in the widest entry.

5. Backspace half the number of
    characters in the heading from the
    column's midpoint.

6. Type the column heading.   The centered heading replaces the
                                            previously entered spaces.

PAGINATION

The Page Key

Sequence	Results
1. Press RETURN to end the last line of text.	The cursor moves to position 1 of the next line.
2. Press PAGE.	The Page Break graphic (⊥) is displayed after the last character on the page, and "(Page End)" is displayed in the lower left corner of the screen.
	A new page is automatically displayed with the new page number indicated in the status line. The cursor is displayed on the newly created page.
To enter a "hard" or required page break, press CENTER + PAGE.	This method prevents page breaks from being deleted during Automatic Repagination.

Adding a Page Between Two Existing Pages

1. Position the cursor under the character or Page Break graphic on the page that is to precede the new page.	
2. Press PAGE.	The cursor is displayed on the newly created page. Subsequent pages of text are automatically renumbered.

Deleting a Page

Sequence   Results

1. Position the cursor under the first
    character at the top of the page
    you want to delete.

2. Press DELETE.   The first character is
                                                  highlighted, and the prompt
                                                  "Delete what?" is displayed in the
                                                  status line.

3. Press PAGE.   The cursor moves to the last
                                                  character on the page (the Page
                                                  Break graphic), and the entire
                                                  page of text is highlighted.

4. Press EXECUTE.   The page is deleted, and the text
                                                  on subsequent pages renumbered.

                                                  The pages are automatically
                                                  renumbered.

--------------------------------- NOTE ---------------------------------

A whole page, part of a page (including the Page Break graphic) or
the Page Break graphic alone can be deleted. When the Page Break
graphic is deleted, the text on the following page is combined with
the text on the current page.

AUTOMATIC REPAGINATION

Overview

Pressing COMMAND + PAGE allows you to automatically adjust page lengths. Automatic Repagination should be performed as the last step in a heavy edit of a long document. Automatic Repagination eliminates the need to manually move text and page breaks during or after the editing process.

Procedures

Sequence	Results
1. Press COMMAND + PAGE.	The system displays the prompt "Page Length: ."
2. Enter the desired page length (lines of text per page, excluding headers and footers) and press EXECUTE.	The system counts and highlights lines of text, deletes page breaks that do not fit the page length specification, stops at the specified line intervals, and displays the message "Insert Page Break?"
3. To insert a page break at the position indicated by the cursor, press PAGE or EXECUTE. To make a page longer or shorter than the standard length, press the North or South Cursor Control key to move the cursor to the preferred page break location, and then press PAGE or EXECUTE.	The system inserts a page break and repeats the procedure.
4. Press CANCEL to terminate Repagination.	

NOTE

A "hard" or required page break (a page break preceded by a Center graphic) will be ignored by the system during Automatic Repagination.

FORMULAS AND EQUATIONS

The Superscript/Subscript Key

NOTES

When using the Superscript/Subscript key to create formulas and equations embedded in text, vertical spacing in the format line should be set at W (space and one-half) or 2 (double-spacing) to allow the printer to move up or down when a Superscript/Subscript is encountered.

Index spacing depends on the format line spacing: for $\boxed{W}$, 1/2 space up or down; for $\boxed{1}$, 1/2 line up or down; for $\boxed{2}$, 1 line up or down; for $\boxed{3}$, 1 line up or down.

Sequence   Results

1. Press the Superscript/Subscript key   A Superscript/Subscript graphic
    (with or without the Shift key),   appears, followed by the typed
    type the character(s), and then   text.
    press the Superscript/Subscript key
    (with or without the Shift key) to
    return the printer to the main typing
    line after the Superscript/Subscripted
    character is printed.

NOTE

When printing Superscript/Subscripted text on WPS, do not use a Forms Feeder; the paper tends to slip.

Overlapping Superscripts/Subscripts

To create overlapping superscripts and subscripts, follow the described sequence:

Sequence   Results

1. Type in the main character, then press   When printed, the exponent
   SHIFT + Superscript/Subscript key, then   and base will overlap.
   type the exponent power; press
   Superscript/Subscript twice, then type
   the base character, and finally press
   SHIFT + Superscript/Subscript key.

   The typed version will look
   like this: A|2||b|.

Half-Spacing (Formulas and Equations Embedded in Text)

1. Create a new format line (or revise
   an existing format line), with
   vertical spacing at H.

2. Enter lines of spaces, each
   followed by a return, to correspond
   with the number of lines needed in
   your formula or equation.

   If entering an equation with
   subscripts only, enter two lines of
   spaces. If entering a formula
   containing both subscripts and
   superscripts, enter three lines of
   spaces.

3. Enter the base line of the formula
   by positioning the cursor on the
   correct line and striking over the
   spaces with the desired characters.

   Subscripts are entered by moving
   the cursor down one line, typing
   the character(s), and moving the
   cursor back up one line.

   Superscripts are entered by moving
   the cursor back up one line, typing
   the character(s), and moving the
   cursor down one line.

TYPING ATTRIBUTES

Underscoring Text

Sequence   Results

1. Position the cursor under the first   An Underscore appears below each
    character to be underscored. Hold   character.
    down SHIFT while pressing
    Underscore once for each
    character to be underscored.

```
──────────────────────── NOTES ────────────────────────

The "empty" space between tabs or in the area to the left of
indented text cannot be underscored.  If underscoring is necessary
in these areas, separate columns using spaces instead of Tab
graphics.

Aligned numbers are underscored using the standard underscoring
procedure.  However, to produce an underscore longer than the last
number in a column (i.e., a column of figures to be added
together), insert spaces to the left or right of the number to
expand it to the length of the required underscore.
```

2. Hold down SHIFT while pressing
    Underscore once for each
    character to be underscored.

3. To remove underscoring, press   The underscore is removed.
    COMMAND + Underscore and repeat
    steps 1 and 2, or, strike over each
    character with the same character.

4. Press CANCEL to exit form the
    Autoscore mode.

Automatic Underscore (Autoscore)

Sequence

Results

1. Position the cursor where
   underscored text is to be entered.

2. Press COMMAND.

The prompt "Which Command?" is
displayed in the status line.

3. Press SHIFT + Underscore.

The message "(Autoscore Mode)"
is displayed in the message line.

4. Enter the text to be underscored.

As each character is typed, it
is underscored.

5. To exit from the Autoscore
   mode, press CANCEL, or press
   COMMAND + SHIFT + Underscore again.

The message "(Autoscore Mode)"
is removed.

6. To remove underscoring, make sure
   you are not in Autoscore mode,
   and strike over each underscored
   character with the same character.

   Or, you can remain in Autoscore mode
   and reunderscore the underscored text,
   which will remove the underscore.

Double Underscore on OIS and VS/IIS

1. Press Superscript/Subscript
   (unshifted position).

A Subscript graphic appears on
the screen.

2. Underscore the Subscript graphic
   and all text to be double
   underscored.

3. Press Superscript/Subscript
   (unshifted position) twice.

A Subscript graphic appears on
the screen.

4. Underscore the Subscript graphics.

All text between the graphics is
double underscored when printed.

Strike Thru on OIS and VS/IIS

```
┌──────────────────── NOTE ────────────────────┐
│                                               │
│  The Strike Thru feature instructs the printer to strike through one │
│  or more characters with a slash.  This is commonly used to          │
│  highlight text that is being considered for deletion from a         │
│  document.                                                           │
│                                               │
└───────────────────────────────────────────────┘
```

Sequence   Results

1. Press Superscript/Subscript
    (unshifted position) twice and
    underscore the two Subscript
    graphics.

2. Type text to be overstruck.

3. Underscore the text you wish to   All characters typed between the
    overstrike.   graphics are printed with slashes
                                             through them.

4. Press Superscript/Subscript   All text between the graphics is
    (unshifted position) once and   double overstruck when printed.
    underscore the Subscript
    graphic.

Bold Printing

1. Press SHIFT + Superscript/Subscript   A Superscript graphic will appear
    before and after the word to be   on the screen. Text will continue
    bold printed, then underscore   in bold until the next Superscript
    the Superscript graphics.   graphic is encountered, or up to
                                             the page end.

```
┌──────────────────── NOTE ────────────────────┐
│                                               │
│  The maximum scope of bold printing is a single page.  Thus, every   │
│  page begins in non-bold type, and if bold is used on the page, it    │
│  will automatically terminate at the next page break. Since dual      │
│  column, two document pagination is always controlled by the primary  │
│  document, bold will not turn off automatically at the bottom of the  │
│  second column.  It is necessary to insert an underscored             │
│  Superscript graphic in the second page where the bold type should    │
│  end.  Some printers (image, laser) can print one line in either      │
│  bold or non-bold.  Lines containing bold print will print entirely   │
│  in bold.                                                             │
│                                               │
└───────────────────────────────────────────────┘
```

HYPHENATING TEXT

Overview

The system provides the ability to globally hyphenate polysyllabic words in a word processing document. Global Hyphenation assures more even right margins when text is printed without justification, and less space between words when printing documents with justification.

During Global Hyphenation, the system inserts a hyphen followed by a space so the system can distinguish between a hyphen at the end of a line (hyphen, space) and a required hyphen such as in mother-in-law. This distinction is necessary so that grammatical hyphens are not removed when rehyphenating a document.

Global Hyphenation

Sequence	Results

1. Position the cursor at the desired starting location in the text. Press COMMAND + Hyphen (-).

   The prompt "Zone Length:" appears on the screen.

NOTE

The zone is the length of the blank area on a line of text between the last character of the last word on that line and the right margin. The minimum allowable zone is three, always entered as two digits (e.g., 03), and the maximum is 99.

---

2. Enter the length of the smallest zone to be considered for hyphenation. Press EXECUTE.

   The system searches for the first zone greater than or equal to the specified length, and highlights all the characters, beginning with the first word on the next line, that can fit the zone on the previous line.

3. Press one of the following:

   - EXECUTE or Hyphen (-) to insert a hyphen before the current cursor position and search for the next zone.

     Text is automatically adjusted.

   - BACKSPACE, the Space Bar, or the East or West Cursor Control key to move the cursor (within the highlighted text) to where you want the hyphen to appear. Press EXECUTE or Hyphen.

   - SRCH to search for the next zone and make no changes to the current word.

   - CANCEL to terminate Global Hyphenation. All hyphens inserted to this point remain.

Automatic Dehyphenation

Sequence   Results

1. Position the cursor at the top of
    the page.

2. Press COMMAND and Hyphen (-).   The system requests a zone length.

3. Enter the number 99 and press   The system searches to the end of
    EXECUTE.   the text, removing all existing
                                             hyphen/space combinations. (A
                                             zone length of 99 is not likely to
                                             appear in text).

NOTE

Since Global Hyphenation removes old hyphen/space combinations
during operation, an effective but slower method of removing
hyphen/space combinations is to perform Global Hyphenation again on
a document that has already been hyphenated, and continue pressing
SRCH every time the system finds new words to be hyphenated.

OIS and VS/IIS AUTOMATIC PARAGRAPH NUMBERING/TABLE OF CONTENTS GENERATOR

Overview

Automatic Paragraph Numbering/Table of Contents Generator (APN/TOC) is an OIS Advanced Function and a VS/IIS Utility designed to sequentially number chapters, sections, and subsections of documents such as reports, manuals, books, or legal briefs; it is not available on WPS. If requested, it also generates tables of contents for documents with a maximum of 119 pages.

The originally created (input) document remains unchanged while the system creates an output document that contains the paragraph numbers and table of contents. The system provides nine levels of paragraph numbering and six numbering schemes, as shown in Table 1.

Table 1.   Numbering Schemes

Standard Arabic Beginning with 1.1

Input	Meaning	Output
!!!!	Chapter heading	1
!!	First level	1.1
►!!	Second level	1.1.1
► ►!!	Third level	1.1.1.1
► ► ►!!	Fourth level	1.1.1.1.1
► ► ► ►!!	Fifth level	1.1.1.1.1.1
► ► ► ► ►!!	Sixth level	1.1.1.1.1.1.1
► ► ► ► ► ►!!	Seventh level	1.1.1.1.1.1.1.1
► ► ► ► ► ► ►!!	Eighth level	1.1.1.1.1.1.1.1.1
► ► ► ► ► ► ► ►!!	Ninth level	1.1.1.1.1.1.1.1.1.1

Standard Arabic Beginning with 1.0

Input	Meaning	Output
!!!!	Chapter heading	1
!!	First level	1.0
►!!	Second level	1.0.0
► ►!!	Third level	1.0.0.0
► ► ►!!	Fourth level	1.0.0.0.0
► ► ► ►!!	Fifth level	1.0.0.0.0.0
► ► ► ► ►!!	Sixth level	1.0.0.0.0.0.0
► ► ► ► ► ►!!	Seventh level	1.0.0.0.0.0.0.0
► ► ► ► ► ► ►!!	Eighth level	1.0.0.0.0.0.0.0.0
► ► ► ► ► ► ► ►!!	Ninth level	1.0.0.0.0.0.0.0.0.0

Standard Outline Format

Input	Meaning	Output
!!!!	Chapter heading	I
!!	First level	I.
►!!	Second level	A.
► ►!!	Third level	1.
► ► ►!!	Fourth level	a.
► ► ► ►!!	Fifth level	(1)
► ► ► ► ►!!	Sixth level	(a)
► ► ► ► ► ►!!	Seventh level	1)
► ► ► ► ► ► ►!!	Eighth level	a)
► ► ► ► ► ► ► ►!!	Ninth level	1.

Table 1. Numbering Schemes (continued)

Arabic with Dashes Beginning with 1-1

Input	Meaning	Output
!!!!	Chapter heading	1
!!	First level	1-1
►!!	Second level	1-1-1
► ►!!	Third level	1-1-1-1
► ► ►!!	Fourth level	1-1-1-1-1
► ► ► ►!!	Fifth level	1-1-1-1-1-1
► ► ► ► ►!!	Sixth level	1-1-1-1-1-1-1
► ► ► ► ► ►!!	Seventh level	1-1-1-1-1-1-1-1
► ► ► ► ► ► ►!!	Eighth level	1-1-1-1-1-1-1-1-1
► ► ► ► ► ► ► ►!!	Ninth level	1-1-1-1-1-1-1-1-1-1

Arabic with Dashes Beginning with 1-0

Input	Meaning	Output
!!!!	Chapter heading	1
!!	First level	1-0
►!!	Second level	1-0-0
► ►!!	Third level	1-0-0-0
► ► ►!!	Fourth level	1-0-0-0-0
► ► ► ►!!	Fifth level	1-0-0-0-0-0
► ► ► ► ►!!	Sixth level	1-0-0-0-0-0-0
► ► ► ► ► ►!!	Seventh level	1-0-0-0-0-0-0-0
► ► ► ► ► ► ►!!	Eighth level	1-0-0-0-0-0-0-0-0
► ► ► ► ► ► ► ►!!	Ninth level	1-0-0-0-0-0-0-0-0-0

Modified Outline Format

Input	Meaning	Output
!!!!	Chapter heading	1
!!	First level	1.1
►!!	Second level	A.
► ►!!	Third level	1.
► ► ►!!	Fourth level	a.
► ► ► ►!!	Fifth level	1)
► ► ► ► ►!!	Sixth level	a)
► ► ► ► ► ►!!	Seventh level	(1)
► ► ► ► ► ► ►!!	Eighth level	(a)
► ► ► ► ► ► ► ►!!	Ninth level	(1)

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Preparing the Input Document

<u>Sequence</u>   <u>Results</u>

1. Enter two Note symbols at
    each location in the text where
    chapter numbers should appear.

2. Enter one Note symbol at the
    left margin of the line where the
    first level of paragraph numbering
    should appear.

3. For each successive level of
    paragraph numbering, enter the
    appropriate number of tabs and/or
    indents followed by a note at the
    beginning of the line.

4. If the document will have a table   All text between the paragraph
    of contents, indicate the amount of   number (Note symbol) and either
    text to be included in the table by   the Merge symbol or the first
    entering Merge symbols (|) in the   Return, if less than 50
    text following the Note symbols.   characters, is included in the
                                               table of contents.

                                               Unless otherwise specified, the
                                               whole words in the first 50
                                               characters of text following the
                                               Note symbol are automatically
                                               included in the table of contents.

Generating Paragraph Numbers on OIS and VS/IIS

Sequence	Results

1. Using OIS, select Automatic Paragraph Numbering from the Advanced Functions menu and press EXECUTE.

   Using VS/IIS, select Modify Format Lines from the Utilities menu and press EXECUTE.

   The system displays the Automatic Paragraph Numbering menu.

2. Enter the document IDs for the input and output documents, using RETURN or TAB to move the cursor between fields. Press EXECUTE.

   The screen displays the Numbering Scheme menu.

3. Select a numbering scheme from the six choices listed on the menu. Refer to Table 1 for a list of numbering schemes. Press RETURN.

4. Move the Acceptance Block to "No" if the paragraph numbers in the output document should be left-justified. If the numbers should be preceded by tabs and indents, select "Yes." Press RETURN.

5. If the document should not have a table of contents, move the Acceptance Block to "No," press EXECUTE, and continue to step 7. To generate a table of contents, select "Yes." Press EXECUTE.

6. If "Yes" was selected for table of contents, a Formatting menu appears on the screen. Select the level of paragraph numbering to be included in the table of contents.

Sequence

Results

7. Select either Left justified or
    Preceded by Tabs as the output
    format for the table of contents.
    Press EXECUTE.

The screen displays a summary
menu, informing you of the
type of work being done. When
the system has completed the
function, the message at the lower
left corner of the screen changes
from "(In progress)" to
"Completed."

8. Press EXECUTE to rerun the
    function. Press CANCEL to return
    to the OIS Advanced Functions menu
    or the VS Word Processing Utilities
    menu.

NOTE

On some software versions, you have the option to include or
exclude tabs and indents in front of paragraph numbers for
output.

HEADERS AND FOOTERS

Overview

Headers and footers allow titles, addresses, etc. to be printed automatically at either the top or bottom of specified pages of text. The actual text is entered on special Header and Footer pages reserved for header and footer text. The Header and Footer fields in the Print Document screen allow you to provide further header and footer specifications. These fields are: Starting as Page No., First Header Page, First Footer Page, and Footer Begins on Line.

To consecutively number pages either at the top or bottom of each page or on specified pages, type in a number sign (#) anywhere in the header or footer. The system automatically replaces that number sign with the correct page number. When using a number sign (#) for automatic page numbering, the page number replacing the sign is left-adjusted. If you precede the number sign with a decimal tab, the page number will be right-adjusted. If you precede the number sign with a Center graphic, the page number will be centered.

Headers and footers are not included in the line count at the top of the screen. Headers are line zero; the first line of text is line one. This should be taken into consideration when determining standard page lengths for documents of more than one page.

Text on header and footer pages can be several lines long. It can contain different formats, Center graphics, indents, decimal tabs, etc. (no page breaks, however). Any edit function (Move, Replace, etc.) can be performed while editing header and footer pages.

If a blank line is required between the last line of text and the first footer line, a carriage return is entered as the first line of the footer. Similarly, returns are entered as the last lines of a header to leave blank lines between the header and the first line of text.

Headers and footers are ignored when a document is super copied. They are also not functional in merged documents (except on OIS).

Creating a Header

Sequence	Results
1. Press GO TO PAGE and type h (or H) to create a header.	A new page appears with a Page graphic as the only character on the screen.
2. Revise the format line as required.	
3. Press INSERT.	
4. Type the header text, and press RETURN a few times to allow for adequate spacing between header text and the start of your document text.	
5. Press EXECUTE.	When the document is printed, headers are printed at the location specified on the header page and on the Print Document menu.
6. To exit from creation of headers, press GO TO PAGE, type any page number), and press EXECUTE. To go directly from a header to a footer, press GO TO PAGE + F.	

Creating a Footer within a Document

1. Press GO TO PAGE and type f (or F) to create a footer.	A new page appears with a Page graphic as the only character on the screen.
2. Press INSERT.	
3. Type the footer text and press EXECUTE.	
4. Press GO TO PAGE, type any page number, and press EXECUTE to exit from creation of footers.	

ALTERNATING HEADERS AND FOOTERS

Overview

Alternating headers and footers allows you to print a document with the even and odd page numbers (or other header and/or footer information) on opposite sides of the page. This is accomplished by entering an alternate format line on the header and/or footer page. The format serves two purposes.

1. It determines where the headers and/or footers will print on the page (e.g., centered, starting at the left margin, or right-adjusted).

2. It separates the odd- and even-numbered pages.

The first header/footer on the header/footer page always prints on an odd-numbered page and prints according to the first format. The second header/footer prints on an even-numbered page and prints according to the second format. It is also possible to include a footer or header on both the odd and even numbered pages. To do this, include a third format line; this line will be included on all pages of the document. You can change either one or all three of these formats at any time.

Creating a Document with Alternating Headers/Footers

Sequence   Results

1. Press GO TO PAGE + H or F.   The header/footer page appears on
                                            the screen.

2. Revise the format so that your   The first format line will dictate
    odd-numbered page header/footer   where your odd-numbered page
    appears where you want it.   header/footer will appear.

                                            For example, if you want your
                                            odd-numbered page header/footer
                                            information to appear close to the
                                            right margin, revise the format
                                            line and set a tab close to the
                                            right margin where you want the
                                            text to appear.

3. Press EXECUTE.

4. Press INSERT and type the
    header/footer text you want to
    appear on the odd-numbered pages.

    If you are creating a header, press
    RETURN a few times after entering the
    header information to leave room
    between the header and the first
    line of text.

5. Press FORMAT, revise the format
    line if desired, and press EXECUTE
    to accept the new format line.

6. Type the header/footer text you
    want to appear on the even-numbered
    pages. Observe the recommendations
    in step 4.

7. Press EXECUTE to accept the insert.

Printing a Document with Alternating Headers/Footers

Sequence   Results

1. Select Print Document from the
    Word Processing menu and revise
    the Print Document menu as desired.

    The first page number entered on
    the Print Document menu determines
    whether the top or bottom section
    of the header/footer page is to be
    printed first.

    For example, if the document is
    starting as an even-numbered page,
    the bottom header and/or footer
    would print first. If the document
    is starting as an odd-numbered
    page, the top header and/or footer
    would print first.

2. Press EXECUTE to print the document.

HIGHLIGHTING AND DEHIGHLIGHTING TEXT

When you are editing a document (e.g., inserting or deleting text), the system highlights the exact portions of text you want to change.

To tell the system where to begin highlighting, position the cursor under the first character to be changed. To tell the system what to highlight, use any of the following methods:

- Press an Editing key to highlight the character above your cursor.

- Press the Space Bar to highlight characters through the Space graphic that follows them.

- Press a Character or Format key to highlight through that character or screen graphic.

- Press a Locate key to highlight blocks of text according to the direction of the arrow on the Cursor Control key.

If you have highlighted a portion of text beyond what you wanted to change, remove the highlighting by backspacing over the highlighted text using any of the Locate keys before pressing EXECUTE to accept the change. Pressing CANCEL at any time during one of the Highlighting operations dehighlights the text and cancels the Editing operation.

STRIKEOVER

Sequence   Results

1. Position the cursor under the
    character to be changed.

2. Enter the new character.   The new character is displayed on
                                          the screen in place of the old
                                          character.

INSERT

Sequence   Results

1. Position the cursor under the first
    character to follow the inserted
    text.

2. Press INSERT.   The prompt "Insert what?" is
                                                 displayed in the status line.

                                                 The screen is cleared of all
                                                 characters to the right of the
                                                 cursor; the first 29 characters
                                                 following the insert are displayed
                                                 at the bottom of the screen.

3. Enter the new text.   All text being inserted is
                                                 highlighted as you enter it.

```
┌────────────────────────── NOTE ──────────────────────────┐
│                                                           │
│  If you make a mistake while inserting text, you can correct it by
│  striking over the error during the insert or by finishing the
│  insert and then making the correction.                   │
│                                                           │
└───────────────────────────────────────────────────────────┘
```

4. Press EXECUTE.   Text is automatically rearranged,
                                                 and the inserted text is
                                                 dehighlighted.

DELETE

Sequence	Results
1. Position the cursor under the first character to be deleted.	
2. Press DELETE.	The prompt "Delete what?" is displayed in the status line, and the character above the cursor is highlighted.
3. Highlight the text to be deleted.	
4. Press EXECUTE.	The highlighted text is deleted from the screen, and the remaining text is rearranged automatically.

REPLACE AND GLOBAL REPLACE

Overview

The following options are available for replacing existing text in word processing documents:

- Replace deletes one instance of a defined character sequence and replaces it with different text.

- Global Replace provides two replacement options: total or selective. If you are sure you want to replace every occurrence of a particular character sequence throughout a document, you can instruct the system to do so automatically from the current cursor position to the end of the document. The selective option allows you to locate each occurrence of the defined character sequence and selectively replace several or all instances, from the current cursor position to the end of a document.

NOTE

Global Replace is partially case specific; that is, entering uppercase letters will only locate uppercase text; however, entering lowercase letters will locate all text in both uppercase and lowercase.

Replace

Sequence	Results
1. Search may be used to find the character that needs to be replaced.	
2. Position the cursor under the first character to be replaced.	
3. Press REPLC.	The prompt "Replace what?" is displayed in the status line and the character above the cursor is highlighted.
4. Highlight the text to be replaced.	
5. Press EXECUTE.	The highlighted text and all characters to the right of the cursor are removed from the screen; the first 29 characters to follow the replacement text are displayed at the bottom of the screen. The prompt "Replace it with?" is displayed in the status line.
6. Enter the replacement text.	The replacement text is highlighted automatically.
7. Press EXECUTE.	Text is rearranged automatically and the replacement text is dehighlighted.

Global Replace

Sequence	Results
1. Position the cursor under the first character to be replaced.	
2. Press SHIFT + REPLC.	The prompt "Replace what?" is displayed in the status line, and the character above the cursor is highlighted.
3. Highlight the text to be replaced.	
4. Press EXECUTE.	The highlighted text and all characters to the right of the cursor are removed from the screen; the first 29 characters to follow the replacement text are displayed at the bottom of the screen.
	The prompt "Replace it with?" is displayed in the status line.
5. Enter the replacement text.	The replacement text is automatically highlighted as you enter it.
6. Press EXECUTE.	Text is rearranged, the replacement text is dehighlighted, and the prompt "Find next one?" is displayed in the status line.
7. To instruct the system to replace all instances of the text automatically, press SHIFT + REPLC again. (To selectively replace text, go to step 8.)	The system locates, deletes, and replaces each instance of the old text. While text is being replaced, the messages "(Searching)" and "(Replacing)" are displayed in the status line.
8. To locate the next instance of the character sequence, press EXECUTE.	The system locates the next instance of the character sequence, highlights it, and displays "Replace it?"
9. Repeat steps 6 and 8 until all desired instances of the defined character sequence have been replaced.	

OIS AND VS/IIS SUPER GLOBAL REPLACE

Overview

Super Global Replace is an OIS Advanced Function and a VS/IIS Utility that performs repetitive Search and Replace operations to change a word, several words, or a string of characters in a word processing document. This feature is not available on VS/IIS Workstation 2246C. The original (input) document remains unchanged while the system searches for the defined sequence(s). As it searches, the system creates a new (output) document containing all the specified replacement text.

Instructions

Sequence	Results
1. Using OIS, select Super Global Replace from the Advanced Functions menu and press EXECUTE.	The system displays the first screen of the Super Global Replace menu.
Using VS/IIS, select Super Global Replace from the Utilities menu and press EXECUTE.	

NOTE

To move the cursor to the next section of the Super Global Replace menu, Press RETURN. To move the cursor to a previous section, press TAB. To move the cursor to a different field within a particular section of the menu, use the Cursor Control keys, the Space Bar, or BACKSPACE.

Sequence	Results
2. Enter the ID of the document you want to change in the field for input document and press RETURN.	
3. Enter a new document ID in the Output Document field. This must be an ID that has not yet been assigned to an existing document. Press RETURN.	When Super Global Replace is complete, this document will contain all the text from the original document, but the specified text will have been replaced.

Sequence	Results
4. The page range of the entire document has been entered by the system; the first field contains the page number of the first page of the input document, and the second field contains the page number of the last page. If you want to specify a page range, other than the entire document, on which to perform the replacement, enter the specific page range to be searched.	
5. Press RETURN.	The system notifies you that it is opening the input document and creating the output document. If an ID belonging to an existing document has been entered for the output document, the system notifies you and will not let you continue until you enter a new ID.
6. Use the Space Bar to move the Acceptance Block to the desired Search For field, and press RETURN.	If the Words field is selected, only entire words will be replaced. You cannot use any character besides alphanumeric characters when the Word option is chosen. This means that if a string of characters identical to a string being replaced is found within a word, the system will overlook the word, and not replace the character string. (This eliminates unwanted replacement of strings within words.) If the Characters field is selected, all of the specified sequences will be replaced, whether they are words, or are found within other words, or special characters, such as "(", "%", and "&".

Sequence	Results
7. Select the desired Replace On field, and press RETURN.	Any Match causes Super Global Replace to search for any occurrence of a character, word, or phrase in the input document, regardless of capitalization.
	Exact Match causes Super Global Replace to locate only sequences with the exact capitalization form of the character, word, or phrase specified for replacement.
8. Select the desired Produce Occurrence List field.	If you select "Yes," a list of the words you replaced and the page numbers on which the replacements took place will be included as the last page of the output document.
9. Press EXECUTE.	The second screen of the Super Global Replace menu is displayed.
10. Use the Space Bar to move the Acceptance Block to either the Any or the Exact field. Press RETURN.	This allows you to change, if desired, the match condition for individual line entries.
11. Enter the first character or word sequence to be replaced in the Replace What field and press RETURN.	
12. Enter the replacement text (using any character) in the Replace It With field and press RETURN.	
13. You can enter up to 80 characters and their replacements (8 screens, 10 lines each). Press NEXT SCRN and PREV SCRN to view additional screens.	
When all entries are made, press EXECUTE to begin the Replacement operation, or press CANCEL to return to the first menu screen and enter or reenter information.	Page numbers are displayed on the screen as they are searched, and the message "(In progress)" is displayed. When the operation is complete, the system displays the message "Completed."

Sequence | Results
---

14. Press EXECUTE or CANCEL.

If you choose to rerun the function by pressing EXECUTE, the system again displays the first screen of the Super Global Replace menu.

If you press CANCEL, the screen displays the message "Terminated by Operator."

15. Press CANCEL to return to the OIS Advanced Functions menu or the VS/IIS Utilities menu.

COPYING AND MOVING TEXT

Overview

The procedures for copying and moving text are identical; the difference between the two operations is the result. When a portion of text is copied, the original text remains in its original position. When a portion of text is moved, it is actually removed from its original position and put somewhere else.

Not only can you copy and move text within documents, but you can also copy and move text from other documents (unless protected by unknown passwords) into your document. Copying or moving text from another document is called Super Copy or Super Move. When super copying/moving text, the document currently displayed on the screen is the destination document, and the document you are copying/moving text from is the source document.

The procedures for super copying and super moving are identical. Like copying and moving, they differ only in their results. Perform the following procedures for copying, moving, super copying, and super moving text.

Copying/Moving

Sequence	Results

1. Position the cursor under the first character to be copied/moved.

2. Press COPY/MOVE.

The prompt "Copy what?"/"Move what?" is displayed in the status line, and the character above the cursor is highlighted.

3. To retain the format of the copied/moved text, press FORMAT.

The message "Format Copied" is displayed in the message line.

4. Highlight the text to be copied/moved. Text can be located with the following Locate keys: Cursor Control keys, SRCH, NEXT SCRN, PREV SCRN, and GO TO PAGE. Plus, any character may be entered, such as " " to copy page, " " to copy paragraph, etc.

5. Press EXECUTE.

The system copies the highlighted text, and the prompt "To where?" is displayed in the status line.

6. Using the Locate keys, position the cursor where you want the copied/moved text to appear.

7. Press EXECUTE.

The message "(Rearranging)" is displayed in the status line. If the text was copied, it now appears in both the new and old locations. If the text was moved, it now appears in the new location only.

The copied text is adjusted to the settings of the format line in the new location, unless the original format line was copied.

Super Copying/Super Moving

Sequence	Results

1. Position the cursor at the location in the destination document where the super copied/moved text is to appear.

2. Press SHIFT + COPY/MOVE.

   The prompt "Document: " is displayed in the status line.

3. Enter the ID of the source document from which text is to be super copied/moved.

   The cursor moves to the first screen of the document from which text is to be super copied/moved.

   The prompt "From where?" is displayed in the status line.

4. Position the cursor under the first character to be super copied or moved in the source document.

   Text can be located with the following Locate keys: Cursor Control keys, SRCH, NEXT SCRN, PREV SCRN, GO TO PAGE, etc.

5. Press EXECUTE.

   The prompt "Copy what?" is displayed in the status line.

   If EXECUTE is pressed at an incorrect character position, the Super Copy operation must be canceled and the procedure must be repeated to correctly define the starting character.

6. To retain the format of the source document text, press FORMAT.

   The message "Format Copied" is briefly displayed in the message line.

7. Highlight the text to be super copied/moved.

Sequence

8. Press EXECUTE.

Results

The message "(Rearranging)"
is displayed in the status line.

The system automatically returns
to the destination document and
displays the super copied text.

The super copied text is
automatically adjusted to the
settings of the format line in the
destination document, unless the
format line was super copied from
the source document.

SORTING KEY FIELDS

Overview

The Sort function allows you to sequence data according to a user-specified key field. It is designed to quickly and easily perform an alphanumeric sort (ascending or descending) on records within any document. The Sort Utility is described in the Utilities section of this manual.

Sorting operates on fields (particuarily the key field), records, and files, and puts sorted records in ascending (low to high) or descending (high to low) order of their collating sequence. A special Options Disk is used on Word Processing System 5 and 20. Sort items are defined below:

Fields -- Fields are the sub-sets of data which together comprise records. In terms of the Sort feature, a field is defined as a part of a line or paragraph beginning with a tab, indent, center, or dec tab, and continuing until the end of the record (a return). The first data at the beginnning of the record (before the first tab) is also defined as a field. There is a maximum of 255 fields allowed in a record. The maximum size of each field is 255 characters.

Records -- Records are the individual sets of data to be sorted. Records grouped together form a file. Each record contains one or more fields of data. A record is defined as a line or paragraph of text ending with a RETURN. There is a maximum of 255 characters, including tabs, indents, centers, dec tabs, and the return, allowed in a record.

Files -- Files are the entire collection of data to be sorted. Files are made up of one or more records. The file is defined as one entire page of a document, ending with a page break or the end of the document. A maximum of 126 screenloads (approzimately 2,395 lines) may comprise a page.

Key Field -- The key field is the particular field that is put in sequence. In ascending order, the record with the lowest-valued key field (for example, Apple) is sorted as the first record; the record with the highest-valued key field (for example, Zebra) is sorted as the last record. If preceded by a dec tab, the key fields will be aligned on the decimal points and then sorted. Sort is accurate to the first twenty-five (25) characters in the key fields.

Collating Sequence -- The collating sequence is the sequence or hierarchy of characters. Characters sort in order of their collating sequence, as listed in Table 2.

Options Disk -- The options disk is required when sorting on Word Processing System 5 or 20. This diskette is inserted into the Archive Drive prior to sorting text.

Format Rules for Documents to be Sorted

● All records to be sorted must be on one page within the document.

● All records must end with a return, and there must be no other returns inside any record.

● All key field must be in the same relative position within the record. They do not have to be in tha same exact position. Sort counts the number of tabs, indents, centers, or dec tabs used in the record (not in the format line) and uses that number to determine which field is the key field for other records. Below is an example of a file with three records:

Applegate, Joseph Christopher   ►933304408   ►Artist◄
Scott, A.   ►3370   ►Musician◄
Kuhn, Thomas R.   ►2386   ►Playwright◄

Notice that only the Name field appears to align. However, in terms of the Sort feature, Number is always the first tabbed field, and profession is always the second tabbed field. The file is currently in ascending sequence by Profession. This file could be sorted by any of the fields: Name, Number, or Profession. If the operator inserted more tabs in records 2 and 3 for visual alignment, the file could no longer be sorted by Number or Profession.

● The key field may be blank in some records, or it may be missing. A short record with fewer Tab fields (missing the key field) will be flushed to the top in both ascending and descending sorts.

● When sorting numeric fields preceded by a dec tab, the following rules apply:

    ● The system regards "$9999," "9,999.00," "9999," and "QRZ9999" as all having the same value.

    ● In ascending order, negative numbers are the lowest. Further, the greater the negative number, the lower it will sort. −999.99 sorts lower than −1.00. In descending order, the reverse is true.

    ● Either parenthesis or a minus sign are allowed to signify negative numbers. −1.00 sorts the same as (1.00).

● Headings, titles, and other unsortable text must be either deleted before execution of Sort, or moved to the Work Page. You may also isolate unsortable items on another page of the document.

Sorting One Field

Sequence   Results

1. Position the cursor anywhere in the
    record's key field on the first
    screenload of the file to be sorted.

2. Press COMMAND + MERGE to sort in   The system displays the prompt
    ascending sequence. Press   "Sort?" and "Execute or Cancel."
    COMMAND + SHIFT + MERGE to sort in   Press EXECUTE to begin the sort
    descending sequence.   process or CANCEL to terminate the
                                                operation.

                                                If EXECUTE is pressed, the system
                                                displays the message "(Sorting)"
                                                and begins the sorting process.

                                                When the sort is complete, the
                                                system displays the first
                                                screenload of the sorted page and
                                                sounds a tone.

Sorting More Than One Field

When sorting more than one field, you must keep in mind which key field is the least significant (the minor field), and which key field is the most significant (the major field). The procedures are the same as "Sorting One Field," except that it has to be performed more than once. Remember to sort the innermost or least significant key field first, and sort the most significant key field last.

To understand this procedure best, consider the following example where Town is the major field, Last Name is the intermediate field, and First Name is the minor field.

Unsorted

Sudbury	Wilson	Robert	443-1234
Winchester	Alexander	Scott	729-2386
Belmont	Jones	Arthur	555-1212
Sudbury	Sullivan	Thomas	443-3370
Belmont	Johnson	Mark	555-9864
Winchester	Renz	Deborah	729-4443

Sorted by the (minor) key field First Name

Belmont	Jones	Arthur	555-1212
Winchester	Renz	Deborah	729-4443
Belmont	Johnson	Mark	555-9864
Sudbury	Wilson	Robert	443-1234
Winchester	Alexander	Scott	729-2386
Sudbury	Sullivan	Thomas	443-3370

Sorted by the (intermediate) key field Last Name

Winchester	Alexander	Scott	729-2386
Belmont	Johnson	Mark	555-9864
Belmont	Jones	Arthur	555-1212
Winchester	Renz	Deborah	729-4443
Sudbury	Sullivan	Thomas	443-3370
Sudbury	Wilson	Robert	443-1234

Sorted by the (major) key field Town

Belmont	Johnson	Mark	555-9864
Belmont	Jones	Arthur	555-1212
Sudbury	Sullivan	Thomas	443-3370
Sudbury	Wilson	Robert	443-1234
Winchester	Alexander	Scott	729-2386
Winchester	Renz	Deborah	729-4443

Figure 3. Sample Sort of More Than One Field

Table 2. Character Collating Sequence

This table lists the collating sequence of the following U.S. Wang characters. The character with the lowest value is space, while the highest is "z." Accents and underscores are ignored.

1. (Space)	32. <	63. [
2. \ (Backslash)	33. =	64.]
3. !	34. >	65. § (Section)
4. "	35. ?	66. ¶ (Paragraph)
5. #	36. @	67. ° (Degree)
6. $	37. A	68. a
7. £ (British Pound)	38. B	69. b
8. ¢	39. C	70. c
9. %	40. D	71. d
10. &	41. E	72. e
11. '	42. F	73. f
12. (	43. G	74. g
13.)	44. H	75. h
14. *	45. I	76. i
15. +	46. J	77. j
16. ,	47. K	78. k
17. -	48. L	79. l
18. .	49. M	80. m
19. /	50. N	81. n
20. 0	51. O	82. o
21. 1	52. P	83. p
22. 2	53. Q	84. q
23. 3	54. R	85. r
24. 4	55. S	86. s
25. 5	56. T	87. t
26. 6	57. U	88. u
27. 7	58. V	89. v
28. 8	59. W	90. w
29. 9	60. X	91. x
30. :	61. Y	92. y
31. ;	62. Z	93. z

REQUIRED SPACE

Overview

When entering dates, names, etc., that you want to remain on the same line (not to wrap at the end of a line of text), you can enter a Required Space.

As an example, assume you are typing an invitation to a retirement luncheon. When you enter the date of the event, you see that the name of the month appears at the end of the current line, but that the day, the comma, and the year will wrap around to the beginning of the following line. To go one step further, assume the date is October 15, 1983. By using the Required Space function as follows, you can make sure the entire date appears on the same line.

Instructions

Sequence   Results

1. Position the cursor after   A backslash appears on the screen.
    October and press COMMAND + Space
    Bar.

2. Do the same between the comma (,)   Another backslash appears.
    and 1983.
                                           October 15, 1983 has wrapped to
                                           the next line. A slash has
                                           replaced each space, and the
                                           system treats the entire date as
                                           one word. The slash appears on
                                           the screen to designate a required
                                           space, but when the document is
                                           printed, the slash prints as a
                                           space.

4-22

THE WORK PAGE

Overview

The Work Page is an extra page, separate from the document, that can be used for personal notes. The Work Page can consist of a maximum of 126 screens and any character except a page break. Text from the document can be inserted, copied, or moved to the Work Page and can then be edited using any editing function (Move, Replace, Search, Delete, etc.).

Instructions

Sequence | Results

1. To access the Work Page, press GO TO PAGE + W (or w). The Work Page is displayed on the screen.

2. To exit from the Work Page, press GO TO PAGE and any page number within the document. Press EXECUTE. The specified page is displayed.

OPERATOR NOTES

Overview

During document creation, you may want to write notes to yourself within text where you feel the document needs work, where more information will later be inserted, etc. However, if you must circulate a draft for review or revision before you get a chance to make your changes, you probably do not want your personal notes to remain in the document. Neither do you want them to show up in the final text.

When you press NOTE before entering reminders to yourself, you have the option of either printing or not printing the notes when you print the rest of the document. The format column on the Print Document menu contains a With Notes field. If selected, you can print a copy of the document that includes notes. (Text printed with notes will not print justified.) If this field is not selected, the notes will not appear in the printed text.

Creating an Operator Note

Sequence	Results
1. At any point in text where you want an operator note to appear, press NOTE.	A Note graphic (!!) appears.
2. Type the text you want to appear as an operator note.	
3. Press NOTE or RETURN to end the note.	

Printing a Document with Operator Notes

1. Select Print Document from the Word Processing menu, enter the desired document ID, and press EXECUTE.	The Print Document menu is displayed.
2. When the cursor is in the format column, press the Space Bar until the Acceptance Block is positioned next to With Notes.	
3. Print the document as usual.	

COLUMN EDIT

Overview

Column Edit allows you to move or delete columns or sections of columns
without affecting other text on the page. Using the South Cursor Control key,
you can vertically highlight as much of a column as you wish, without
highlighting any surrounding text. The East or West Cursor Control keys are
then used to highlight all or a portion of text across the column. During
Column Edit, you have complete control over the amount of text to be included
in the Move or Delete operation. Keep the following general rules in mind
when performing Column Edit:

- Highlighting begins at the current cursor position and proceeds right
  or left. Always position the cursor at the widest point in the
  column to be deleted or moved, even if it is not directly under a
  character.

- When the column farthest to the right is moved or deleted, the
  returns are not affected; likewise, a column of returns cannot be
  moved or deleted.

- Highlighting cannot be continued through page breaks or format
  lines. If columns are interrupted by page breaks or alternate format
  lines, perform Column Edit twice -- once before the page break or
  format line, and once after.

- When the system prompts "To Where?" during Column Move, you can only
  move the cursor to the right or left within the last line of
  highlighting. Position the cursor within this line to designate the
  new position of the moved column. The text will then be horizontally
  moved to the specified position.

- Since it is not possible to highlight from the bottom of a column to
  the top, the cursor must be positioned at the top of the edited
  portion of the column, and highlighting must proceed downward. The
  cursor can then be moved up to dehighlight if necessary.

- The only keys you can use during Column Edit are the Cursor Control
  keys, PREV SCRN, and NEXT SCRN. Touching any other key causes the
  system to sound a warning tone and display an error message.

- Edited columns can be preceded by spaces, tabs, dec tabs, or indents
  and can be located anywhere on the page. Columns cannot be moved
  from one document to another.

- Spaces, tabs, dec tabs, and indents should always be included in a
  Column Move function, but should be included in Column Delete only if
  you are deleting the entire column.

Column Move

Sequence	Results
1. Position the cursor under the first or last character or graphic (e.g., tab) in first line of the column or portion of a column that you want to move. Press COMMAND.	The screen prompts "Which Command?"
2. Press MOVE.	The screen prompts "Move what?"
3. Using the South Cursor Control key, and/or the NEXT SCRN key, position the cursor in the last line of the column or portion of a column you want to move.	All characters in the same character position as the cursor's original starting position, through its current position within the column are highlighted.
If you have moved the cursor too far, use the North Cursor Control key and/or PREV SCRN to move the cursor back up through the column and dehighlight text.	
4. Using the East or West Cursor Control key, move the cursor to the right or left until the column (or portion of the column) is highlighted to the widest point you want to move.	

NOTE

Do not be concerned if the cursor extends to the right or left into the blank space between columns in its current line. It is important that all characters to be moved are highlighted.

5. Press EXECUTE.	The system prompts "To where?" The column to be moved remains highlighted on the screen.

4-25

Sequence

Results

6. Using the East or West Cursor
   Control key, position the cursor
   (within the current line) under the
   first character position (e.g., Tab
   graphic) of the column that will
   appear to the right of the present
   column after Column Move is completed.

7. Press EXECUTE.   The column is moved and the system
                                               adjusts the text to the current
                                               format.

Column Delete

Sequence	Results
1. Position the cursor under the first or last character or graphic (e.g., tab) in first line of the column or portion of a column that you want to delete. Press COMMAND.	The screen prompts "Which Command?"
2. Press DELETE.	The screen prompts "Delete what?"
3. Using the South Cursor Control key, and/or the NEXT SCRN key, position the cursor in the last line of the column or portion of a column you want to delete.	All characters in the same character position as the cursor's original starting position, through its current position within the column are highlighted.
If you have moved the cursor too far, use the North Cursor Control key and/or the PREV SCRN key to move the cursor back up through the column and dehighlight text.	
4. Using the East or West Cursor Control key, move the cursor to the right or left until the column (or portion of the column) is highlighted to the widest point you want to delete.	

NOTE

Do not be concerned if the cursor extends to the right into the blank space between columns in its current line. It is important that all characters to be deleted are highlighted.

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5. Press EXECUTE.	The column is deleted and the system adjusts the text to the current format.

THE PRINTER

The printer prints in two directions. It optimizes print-head movement by starting the next line at a spot which minimizes head motion from the current position.

The printer uses a removable type element called a daisy print wheel. Print wheels are clearly labeled with the number of characters they print per horizontal inch (pitch). You can use 10-, 12-, 15-pitch or Proportional Space (PS) print wheels on the daisy printer.

Stop graphics can be entered while creating or editing documents. Stop graphics tell the printer to stop printing so that you can change the print wheel. This is useful for documents that contain unusual characters, such as italics, accents, or scientific notations.

If you are using a twin-head daisy printer, the printer does not stop when it encounters a Stop graphic, but automatically changes heads. If you are using WPS 5, 20, 25, or 30, you can only enter one character set at a time on the Print Document menu. Therefore, you can use two print wheels in the same document only if they use the same character set.

The daisy printer ribbon cartridges are similar to the ribbon cartridges used in many modern typewriters. They are easy to install and provide high-quality printing.

The display panel on the front of the printer has control switches and indicators.

The control switches allow you to control printer operations.

- The TOP OF PAGE switch ejects a sheet of paper from the printer.

- The SELECT switch starts and stops printing. The printer prints when the SELECT switch is illuminated. When the SELECT switch is extinguished, the printer is "deselected" and will not print.

- The user-deselect, TOP OF FORM restarts printing at the top of the page, which is quite useful if the paper gets jammed.

The indicators on the display panel alert you to a task that needs to be performed before you can continue using the printer (the two exceptions are the POWER and MALFUNCTION indicators).

- The CHANGE DAISY indicator illuminates when a new print wheel must be installed.

- The CHANGE RIBBON indicator illuminates when the ribbon cartridge is used up or when the cover is left open.

5-2

- The CHANGE PAPER indicator illuminates when you should load a sheet of paper or an envelope into the printer.

- The POWER indicator illuminates when the power is on.

- The MALFUNCTION indicator illuminates when a problem occurs.

You select the printer by pressing and illuminating the SELECT switch. If you want to stop the printer before it has finished printing a document, you deselect it by pressing SELECT again so that the light is extinguished.

The printer prints documents in the order they are sent to the printer. However, if many documents are waiting to be printed and you need a printed document immediately, you can rearrange the print queue so that your document will be printed next by using a Special Print Function called Select Next Printed Document.

The system also provides a Special Print Function that allows you to cancel a print request while a document is waiting in the print queue or while printing.

For printer maintenance instructions (i.e., changing print wheels and ribbon cartridges), refer to Unit 4, "Basic Operations," in the Word Processing Training Package (700-4002).

THE PRINT DOCUMENT MENU

Overview

The top half of the Print Document menu contains <u>entry fields</u>. You enter numbers in these fields. The numbers that are displayed have been established by your system administrator and can be easily changed.

The bottom half of the Print Document menu contains <u>selection fields</u>. You make a selection by positioning the Acceptance Block next to the appropriate choice.

Entry Fields

● <u>Print From Page</u> -- This setting indicates the page number on which printing is to begin. The automatic setting is page 1 (01). Valid settings are 01 - 120.

● <u>Print Thru Page</u> -- This setting indicates the page number of the last page that is to be printed. The printer prints through and including the specified page. The automatic setting is always the last page of that particular document. Valid settings are 001 - 120.

The Print From Page and Print Thru Page fields can help to limit the number of pages that are printed after editing a document. For example, if only one page needs to be printed, enter the <u>same</u> number in the both the From Page and Thru Page fields. If several consecutive pages need to be printed, indicate the range of pages in these two fields. If several intermittent pages need to be printed, send a separate print request for each page.

● <u>Starting as Page No.</u> -- The setting in this field determines what the first page number should be if headers/footers are used.

● <u>First Header Page</u> -- This field determines which page header text should begin printing on.

● <u>First Footer Page</u> -- This field determines which page footer text should begin printing on.

● <u>Footer Begins on Line</u> -- This setting determines on which line footer text will be printed.

- <u>Page Length</u> -- This setting specifies the number of lines that can be printed on a page. If a standard sheet of paper (8 1/2 inches by 11 inches) is used, the automatic setting of 66 lines is correct. This field must be changed if legal size paper, index cards, or envelopes are used. To set this field, a good rule of thumb to follow is:

Paper length   lines per inch (6 or 8, as   paper length
in inches   x   selected in the line/inch   =   in lines
                    field)

- <u>No. of Originals</u> -- This setting indicates how many originals of a document are to be printed. The automatic setting is 01. Valid settings are 01 - 99.

- <u>Character Set No.</u> -- The number in this field indicates the letters, symbols and punctuation that the printer will print. The character set number must correspond with the print wheel you select. If the wrong character set number is entered in the Print Document menu, the printed text will be garbled.

- <u>Printer No.</u> -- This setting indicates the device number of the printer on which you will print your document.

- <u>Left Margin</u> -- This setting informs the printer where to start printing the first character of a line on the paper. The automatic setting depends on the prototype document. Valid settings are 00 - 158.

Selection Fields

- <u>Device</u> -- This field allows you to select the type of printer you want to use to print your document. The printer type selected from this column must correspond with the device number and character set entry fields.

- <u>Pitch</u> -- This setting determines the number of characters that fill one inch of horizontal space. You can print text in 10, 12, or 15 pitch. The setting should correspond with the print wheel mounted on the printer.

  You can also print a document using a Proportional Space (PS) print wheel. When PS is selected from the Print Document menu, each character takes up a different amount of space according to its size.

- <u>Format</u> -- This setting determines the appearance of the right edge of your document: unjustified (ragged), or justified (even). If you have included operator notes in text, and you want them to appear in the printed copy, select With Notes. If With Notes is selected, printed text will not be justified.

- <u>Forms</u> -- Forms determines how the paper is fed to the printer.

    Standard ejects the page when a Page Break graphic is encountered, and waits until another sheet of paper is loaded. Standard may also be used with a feeder to select a letterhead for page one.

    Continuous ejects a page when the system encounters a Page Break graphic and automatically prints the next page. Continuous can be used with continuous forms running through a tractor feeder or with a twin sheet feeder.

- <u>Style</u> -- Final prints the document with the vertical spacing you set in the format line(s). Draft prints the document, doubling the vertical line spacing you set in the format line(s).

- <u>Summary</u> -- Selecting Print prints the Document Summary. Selecting Omit tells the printer not to print the Document Summary.

- <u>Delete</u> -- Selecting Yes tells the system to delete the document from the disk after it has been printed.

- <u>Lines Per Inch</u> -- This setting determines the number of lines that are printed per vertical inch. The daisy printer prints six or eight lines per vertical inch. With a 10- or 12-pitch print wheel, we recommend you select six lines per vertical inch. With a 15-pitch print wheel, we recommend you select eight lines per vertical inch.

Modifying Print Document Menu Fields

To move the cursor from field to field in the Print Document menu, press RETURN to move the cursor forward, press BACKSPACE to move the cursor backward, or the cursor control keys to move the cursor freely to any location on the screen. To reset a field or return to a field, continue to press RETURN.

To change an entry field in the Print Document menu, place the cursor under the number to be changed and strike over it with the correct number.

To change a selection field on the Print Document menu, press the Space Bar (to move the Acceptance Block forward) or BACKSPACE (to move the Acceptance Block backward) until the Acceptance Block is at the desired selection.

```
┌─────────────────────────── NOTE ───────────────────────────────┐
│                                                                 │
│ The cursor must be positioned under the Acceptance Block before you │
│ press the Space Bar.  If you separate the cursor from the       │
│ Acceptance Block, use the Cursor Control keys to position it     │
│ beneath an Acceptance Block.                                    │
│                                                                 │
└─────────────────────────────────────────────────────────────────┘
```

PRINTING A DOCUMENT

Sequence	Results
1. Move the Acceptance Block to Print Document on the Word Processing menu and press EXECUTE.	The system displays the ID of the last document worked on.
2. Enter the ID of the document you wish to print (if different from the number automatically displayed). Press EXECUTE.	The system displays the Print Document menu.
3. Modify the preset fields in the Print Document menu.	
4. Press EXECUTE to print the document.	
5. Load and position the paper. If you have a standard character printer, you have to load each sheet of paper individually. If your printer has a twin sheet feeder or a forms tractor, omit this step.	
6. Select the printer.	If you have a standard character printer, the page is printed, the printer is deselected, and the CHANGE PAPER indicator is illuminated. This indicates the printer is available to print another page.

If your character printer has a twin sheet feeder or forms tractor and you selected "Continuous" in the FORMS field, the printer will automatically print subsequent pages. The printer will not deselect. |
| 7. If your printer does not have a twin sheet feeder or forms tractor, press TOP OF PAGE to remove page 1, load another sheet of paper in the platen, and press SELECT to print subsequent pages. | |

CANCELING A PRINT REQUEST

Sequence

1. Move the Acceptance Block to Cancel
   Print Request on the Special Print
   Functions menu and press EXECUTE.

2. Enter the document ID and press
   EXECUTE.

3. Enter the number of the printer
   selected to print the document
   and press EXECUTE.

4. Press EXECUTE if this document
   name is correct. Press CANCEL if
   the document name is incorrect.

Results

The system requests the ID of the
document you wish to cancel from
the print queue or to stop
printing.

A prompt requests a printer device
number.

The system displays the document
name for verification.

If the document is printing, the
printer stops printing the job
and prints "Printout Cancelled by
Operator." If the document is in
the print queue, it is immediately
removed.

SELECT NEXT PRINTED DOCUMENT

Sequence   Results

1. Move the Acceptance Block to Select   The system requests the document
    Next Printed Document on the   ID.
    Special Print Functions menu and
    press EXECUTE.

2. Enter the document ID and press   A prompt requests a printer
    EXECUTE.   device number.

3. Enter the printer device number   The system displays the document
    and press EXECUTE.   name for verification.

4. Press EXECUTE if this is the   The selected document will appear
    correct document or CANCEL to   in the second position in the
    reenter the ID.   queue for the specified printer.

TEMPORARILY STOPPING THE PRINTER

Editing/Creating Documents with Stop Codes

Sequence   Results

1. While editing a document, press   A Stop graphic (■) appears on
    STOP where the special   the screen. This will signal the
    characters should begin.   printer to stop and let you change
                                             the print wheel during printing.

2. Type the text to be printed with
    the special print wheel.

3. Press STOP.   This will signal the printer to
                                             stop again and allow you to change
                                             the print wheel back to the
                                             original.

Printing Documents with Stop Codes

1. Follow the procedures for printing   When the printer encounters a Stop
    a document as usual.   graphic, it stops, and the CHANGE
                                             DAISY indicator illuminates. (If
                                             you are using a Twin Head Daisy
                                             printer, the printer simply
                                             switches heads as instructed and
                                             continues printing.)

2. Dismount the print wheel, mount the   The printer continues printing
    wheel with the required characters,   until the next Stop graphic is
    and press SELECT.   encountered.

3. When the printer stops again,
    repeat step 2.

┌──────────────────── NOTE ────────────────────┐
│   │
│ Underscoring Stop codes is used for special character sets in
│ scientific applications on OIS and VS/IIS.
│   │
└──┘

DUAL COLUMN PRINTING

Overview

Dual Column facilitates the creation, editing, and printing of documents with two columns of text on one page. Creating a dual column document can be accomplished using one or two documents, as follows.

1. <u>One Document</u> - Used for columns of text with defined line endings (i.e., telephone directories, personnel listings, and price lists).

    Using this method, every set of two pages prints on one page. The printer ejects the page when it encounters the page break in the second column. Formats are honored on all pages, with the exception of vertical line spacing, which is controlled by the left column format line.

    When it is necessary for a single column page of text to appear within a Dual Column document using the One Document method, you tell the printer not to print a page in two columns by pressing SHIFT and MERGE (which displays a Don't Merge graphic) and then RETURN at the top of the page.

2. <u>Two Documents</u> - Used for continuous text (i.e., manuals, newsletters and bilingual documentation).

    Text to be printed in two continuous, wraparound columns is entered in two separate documents. Page 1 of the first document prints as the left column of the printed Page 1, and Page 1 of the second document prints as the right column of the printed Page 1. Page 2 of the first document prints as the left column of the printed Page 2 and Page 2 of the second document prints as the right column of the printed Page 2, etc.

    If there is a relationship between adjacent paragraphs, they can be aligned using a Merge and Return instruction. The Merge and Return instruction is used as an identifier indicating that a group of text in one column should correspond to a specific group of text in the opposite column. (Aligning text with a Merge and Return instruction can also be accomplished using the one-document method, but the Two Document method is recommended for ease of editing.)

    To create standalone pages in two-document dual column text, you press MERGE and then RETURN at the bottom of the right-hand column page that precedes the stand-alone page. This tells the printer to print the next page as a stand-alone page. Then, you end the stand-alone page by pressing MERGE and RETURN. This tells the printer to start printing in two columns again.

Page breaks are controlled by the document whose ID number and left margin setting are entered first when giving the print instruction in the Print Document menu. You can use the following formula to determine the left-hand margin for the right-hand column.

	Left margin for left-hand column
+	Line length of the left-hand column
+	Desired space between columns
	Left margin for the right-hand column

The line spacing of the Dual Column document is determined by the format line in the left column. All other format specifications are honored in both documents.

It is also possible to print only one or a few pages of a two column document. Since every two pages on the screen equal one page when printed, you must type the page numbers in the Print from Page and Print thru Page fields in the Print Document menu as they will appear when printed.

Page Number of Document on Screen	Page Number of Document When Printed
1 - 2	1
3 - 4	2
5 - 6	3
7 - 8	4
9 - 10	5

Creating Dual Column Text Using One Document

Sequence   Results

1. Create a new document and type a
    column of text, pressing RETURN
    after each item in the column to
    begin a new line.

2. Press PAGE to enter a page break.

3. On page 2, line 1, repeat steps 1
    and 2 above.

4. Repeat steps 1 through 3 until
    your list is complete.

```
─────────────────────── NOTE ─────────────────────────
The printer will start a new page after reading two page breaks
(one for each column).  This means that both columns can have a
different number of lines.
```

5. Do not enter a page break at the
    end of the document. Press CANCEL
    and EXECUTE.

Printing Dual Column Text Using One Document

Sequence   Results

1. Select Dual Column Print from the
    Special Print Functions menu.

2. Enter the ID of the document you   The system prompts "Secondary
    created for this purpose. Press   Document ID."
    EXECUTE.

3. Since this method uses only one
    document, it is not necessary to
    enter a secondary document ID.
    Press EXECUTE.

4. Fill out the Print Document menu   The printer prints the two columns
    as usual, with the exception of the   simultaneously; that is, one line
    left margin settings. The first   from the left column, then one
    three positions are for the first   line from the right column, then
    left margin; the next three   one line from the left column,
    positions are for the second left   etc., until it reaches the page
    margin.   break in the right column. The
                                            page is ejected and the document
                                            continues printing on the next
                                            page.

5. If it is necessary to type a
    single column page within a Dual
    Column document, enter a Don't
    Merge graphic (SHIFT + MERGE) as
    the first character on the page.

Creating Dual Column Text Using Two Documents

Sequence   Results

1. Create a document (the left
    column of text) with a margin
    setting narrow enough that, when
    combined with a column created in a
    second document, it will fit on the
    page size you plan to use.

    When entering page breaks, remember
    that the system will start a new
    page after printing the last line
    of the left column. Even if the
    printer has not finished printing
    the right column, any remaining
    right column text prints on the
    next page. This means that the
    right column can never be longer
    than the left.

2. Press CANCEL to end the document.

3. Repeat step 1, creating a second
    document that will be the right
    column of text.

4. Press CANCEL to end the document.

Printing Dual Column Text Using Two Documents

Sequence	Results
1. Select Dual Column Print from the Special Print Functions menu and press EXECUTE.	The system prompts "Please enter Document ID."
2. Select Dual Column Print from this menu and press EXECUTE.	
3. Enter the ID of the left column document.	The system prompts "Secondary Document ID."
By entering this document ID first, it becomes the controlling document and determines page endings and vertical line spacing.	
4. Enter the ID of the right column document.	The system displays the Print Document menu.
5. Complete the Print Document menu as usual, with the exception of the left margin settings. The first three positions in the Left Margin field apply to the left column document's left margin; the second three positions in this field apply to the right column document's left margin.	
6. Fill in both Left Margin fields.	
7. Press EXECUTE to print.	

MERGE PRINTING on OIS and VS/IIS

Overview

The Merge function lets you create two separate documents, called primary and secondary, to be merged when printed. The primary document should contain standard text, such as the body of a letter, that is the same in each individual mailing. The secondary document should contain the variables, the information that is different in each mailing (i.e., names, addresses, dates).

The variables in the secondary document are typed in the order in which they are to be printed in the final merged text, with a Merge instruction after each variable. A Merge instruction in the secondary document tells the system to transfer control to the primary document. The secondary document can also be used to print names and addresses for labels or envelopes. It is only necessary to type these variables once to be used for both the letter and the envelope or label.

A Merge Safeguard instruction should be typed at the end of each set of variables in the secondary document in place of the usual Merge instruction. A Merge Safeguard defines the end of a set of variables and prevents the entire variable document from being affected by a missed or an extra variable or Merge graphic in one set of variables.

When typing a primary document, Merge graphics are entered at the locations where you want variable information to appear. The same instruction used for a Merge Safeguard in the secondary document functions as a Don't Merge instruction when used in the primary document. The Don't Merge function is used to selectively print items, such as names and addresses, from a variable document onto envelopes or labels. Don't Merge instructions indicate to the system what should and what should not be printed from the variable document.

An Advanced Function and a VS/IIS Utility called Document Merge is a Merge function that enables you to merge primary and secondary documents before producing a final output document that you can view on the screen. In this way, text can be verified for accuracy before printing. The procedures for performing Document Merge are significantly different for OIS and VS/IIS; separate instructions are provided for the two systems.

Preparing Primary and Secondary Documents for Merging

Sequence   Results

1. Prepare the primary document by
    entering one Merge symbol at
    the point of each variable entry.

2. Enter punctuation marks, spaces,
    and returns that precede or follow
    the variable information into the
    primary document.

3. Enter all the formatting
    instructions and necessary page
    breaks for the final output
    document.

4. Prepare the secondary document by
    entering a Merge symbol after each
    variable entry.

    Each variable entry contains only
    the punctuation marks, spaces, and
    returns that are needed within the
    entry. There should be no
    punctuation or spacing between a
    variable entry and a Merge symbol,
    since these characters should be
    contained in the primary document.

5. Between sets of variables, enter a
    Don't Merge symbol by holding
    down SHIFT and pressing MERGE.

6. Press CANCEL and EXECUTE after the
    last Merge symbol is typed. The
    last line should not end with a
    return.

Printing Merged Documents

Sequence	Results
1. Move the Acceptance Block to Merge Print on the Special Print Functions menu and press EXECUTE.	The system requests the document ID of the primary (standard) document.
2. Enter the correct ID.	
3. Press EXECUTE.	The system requests the document ID of the secondary (variable) document.
4. Enter that document ID.	
5. Press EXECUTE.	The system displays the Print Document menu.
6. Modify the preset fields in the Print Document menu.	
7. Press EXECUTE to print these two documents as one merged document.	

Merging Primary and Secondary Documents Before Printing on OIS

Sequence	Results
1. Select Document Merge from the Advanced Functions menu and press EXECUTE.	The Document Merge menu is displayed.
2. Enter the document IDs for the primary and secondary documents. Press BACKSPACE to erase incorrectly typed characters. Press RETURN to move from the Primary to the Secondary field.	
3. If only one set of variables will be merged, use the Space Bar to select First Set of Merge Variables. If all the variables will be merged, select Total Merge of Documents.	
4. Press RETURN to move to the next field and enter the ID of the document to be created.	
5. When all the information has been entered, press EXECUTE to begin Document Merge.	The document IDs entered are validated for availability and proper format.

Sequence

Results

6. The system begins merging the two documents.

The screen displays the message "(In progress)."

If you press CANCEL before the function is completed, the message "Merge terminated by Operator" is displayed. The output document contains the merged information that was completed when CANCEL was pressed.

When 120 pages have been created, the message "Output document _____ has reached maximum size/Merge terminated" is displayed. If this message appears, edit the primary and/or secondary documents to shorten the length of the output document.

When the documents have been successfully merged, the system displays the message "Completed."

7. Press EXECUTE to rerun the function, or press CANCEL to return to the Advanced Functions menu.

Merging Primary and Secondary Documents Before Printing on VS/IIS

Sequence

Results

1. Select Document Filing and
    Conversion from the VS/IIS
    Utilities menu, and press PF 15.

The Define Primary Document screen
appears.

2. Type the ID of the primary document
    in the Document field. Press TAB.

3. Enter the name of the volume where
    the document resides if other than
    the volume listed in the Library
    Catalog. Press RETURN.

The Define Secondary Document
screen appears.

4. Enter the ID of the secondary
    document in the Document field.
    Press TAB.

5. Enter the name of the volume where
    the document resides if other than
    the volume listed on the Library
    Catalog. Press RETURN.

The Define Output Document
screen appears.

6. Enter the ID of the document that
    contains the merged information, or
    type "next" and the library letter
    to use the next available document
    ID in the specified library. Press
    TAB.

7. Enter the name of the volume where
    the output document will reside, if
    other than the volume listed on the
    Library Catalog.

8. Press ENTER.

The screen flashes a message
stating that the documents are
being merged. When the process is
complete, the system returns to
the Document Filing and Conversion
main menu and displays a message
indicating the primary, secondary,
and output document IDs. The
output document may now be edited,
filed and printed through word
processing.

MOUNTING AND DISMOUNTING DISKETTES ON OIS AND VS/IIS

Overview

Before performing diskette operations, the diskette must be properly mounted in an archive drive. All systems have a central archive drive located in the front panel of the cabinet that houses the central processor. The following instructions apply to copying or filing to or from archive diskettes in the central archive drive, and are not applicable to WPS.

On VS/IIS, diskettes must be both logically and physically mounted before they can be used. The logical mount consists of entering information at the workstation that tells the system a diskette is going to be mounted. The physical mount is the process of inserting the diskette into the drive and closing the door.

On OIS, the logical mounting procedure is not necessary but, if performed, will obtain nearly identical results. (System prompts are slightly different, as indicated below.) If you are using OIS, the first step in the mounting procedure described below (the logical mount) may be performed but is not absolutely necessary.

On WPS, only physical mounting and dismounting are necessary. No additional system instructions are required.

Mounting Diskettes

Sequence	Results
1. To logically mount the diskette, access the Word Processing menu or the Document Filing menu and press COMMAND and the Superscript/Subscript key (unshifted position).	On VS/IIS the system prompts "Mount Archive Diskette." On OIS, the system prompts "Mount/Dismount Archive Diskette. Execute or Cancel."
2. Insert the diskette into the central archive drive and close the drive door.	
3. Press EXECUTE.	The workstation displays the prompt "Archive Disk Mounted." You can now perform document filing functions from this workstation. On VS/IIS you must perform all document filing functions from the workstation where you initiated the Mount Diskette operation.

Dismounting Diskettes

1. Press COMMAND and the Superscript/Subscript key (unshifted position) from the Word Processing menu or the Document Filing menu.	On VS/IIS the system prompts "Dismount Archive Diskette." On OIS the system prompts "Mount/Dismount Archive Diskette. Execute or Cancel."
2. Remove the archive diskette from the diskette drive. The prompt "Dismount Archive Diskette" must be cleared. On VS/IIS this must be done at the operator's console.	On the VS/IIS operator's console, the message "Dismount Volume ARCHIV from Disk XX, User XXX............HH:MM" is displayed. (XX represents the number of the disk drive, XXX represents the User ID, and HH:MM represents the time of the Dismount operation.)
3. On VS/IIS use the Cursor Control keys to position the cursor next to this message and press RETURN to clear the message, completing the Dismount operation. On OIS, press CANCEL until the "Execute or Cancel" message is cleared from the screen.	

PREPARING DISKETTES

Overview

Before storing documents on a new archive diskette, you must prepare the archive diskette. During this activity, the system automatically assigns a diskette ID and formats the diskette to store text.

When you no longer need the documents stored on an archive diskette, you may wish to reuse the diskette. To do this, you prepare the diskette again; this automatically deletes all documents stored on it.

General Instructions

Sequence	Results
1. Select Prepare New Archive Diskette from the Document Filing menu.	The system prompts "Mount Archive Diskette" and "EXECUTE OR CANCEL."
2. Mount the diskette to be used as an archive diskette, and press EXECUTE.	The system displays the message "To begin, key 'X'!"

NOTE

On some systems, a red light is illuminated after you close the drive door. This indicates that a diskette is in the drive and prevents anyone from removing the diskette while you are using it.

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3. Type an uppercase X.	The new system-assigned diskette ID number is displayed for identification. On OIS or VS/IIS, the system assigns an ID according to the creation library letter displayed on the Word Processing menu. On a WPS, there is only one library letter.
4. Press EXECUTE.	When the diskette preparation is complete, the cursor is displayed beneath the acceptance block next to "Copy to Archive Diskette."
5. Press CANCEL to return to the Word Processing menu.	
6. Dismount the diskette.	

FILING OPERATIONS

Overview

The available filing operations are:

- <u>Copy to Archive Diskette</u> -- This operation copies a specified
  document from the system disk/diskette to an archive diskette; leaves
  a copy on the system disk/diskette.

- <u>File to Archive Diskette</u> -- This function transfers a specified
  document from the system disk/diskette to an archive diskette for
  permanent storage; deletes it from the system disk/diskette.

- <u>Retrieve from Archive Diskette</u> -- This operation copies a specified
  document from the archive diskette to the system disk/diskette,
  usually for printing or editing; leaves a copy on the archive
  diskette.

- <u>Delete from Library</u> -- This function deletes a specified document
  from the system disk/diskette.

- <u>Delete from Archive Diskette</u> -- This operation deletes a specified
  document from the archive diskette.

- <u>Prepare New Archive Diskette</u> -- This function prepares a diskette for
  storing archived documents.

For all filing operations, perform the following initial steps:

1. Move the Acceptance Block to the appropriate filing operation.

2. Press RETURN to move the cursor to the Filing Methods column. The
    available filing methods are:

    - <u>Single</u> - Used for filing one document.

    - <u>Multiple</u> - Used for filing numerous designated documents.

    - <u>Range</u> - Used for filing a specific range of documents. Range
      filing is not available on OIS or VS/IIS.

Filing a Single Document

Sequence	Results
1. Select Single in the Filing Methods column and press EXECUTE.	
2. Enter the document ID of the document to be copied, filed, retrieved, or deleted. Press EXECUTE.	The system displays the name of the document.
3. Press EXECUTE.	If the filing operation involves an archive diskette, the system prompts "Mount Archive Diskette" and "Execute or Cancel."
4. Mount the diskette and press EXECUTE twice to begin filing.	

Filing Multiple Documents

Sequence	Results
1. Select Multiple in the Filing Methods column and press EXECUTE.	The system displays the Document Index of the library last accessed.
2. If you want the index of a different library, press GO TO PAGE and key in 0000*, where * is the library letter.	The system automatically displays the index of the * documents.
If you have a specific series of documents in mind, key in the lowest document ID number.	That number is displayed as the first document.
3. Use the Space Bar to move the cursor to the first document to be filed and press INSERT.	The system automatically enters an Acceptance Block at that document ID number, indicating that the document has been chosen for the filing process.
To remove a document from the list of those to be filed, press DELETE.	
4. Press Space Bar and INSERT to designate each document to be filed. When all the desired documents have been chosen, press EXECUTE.	The system displays "Copy to Archive" and prompts "Execute or Cancel."
5. Press EXECUTE.	The system displays "Documents processed:," and lists the first document ID number chosen with the document name, and prompts "Execute or Cancel."
6. If this is the correct document, press EXECUTE.	The system prompts "Mount Archive Disk" and "Execute or Cancel."
7. Mount the disk and press EXECUTE.	The archive disk ID is displayed with the prompt "Execute or Cancel."

Sequence

Results

8. Press EXECUTE.

The system prompts "in progress" and displays the ID numbers of the chosen documents as they are processed. When all documents have been processed, the system prompts "Batch request end" and "Please cancel."

9. Press CANCEL.

Filing a Range of Documents on WPS

Sequence	Results
1. Select Range in the Filing Methods column and press EXECUTE.	The system prompts "Enter Starting Document ID."
2. Enter the starting document ID and press EXECUTE.	The system prompts "Number of Documents __."
3. Enter the number of documents to be filed (e.g., 02) and press EXECUTE.	The system prompts "Mount Archive Disk. Execute or Cancel."
4. Mount the diskette and press EXECUTE.	The system processes the specified number of documents, beginning with the initially entered document ID. The screen displays the document IDs as they are being processed.

DOCUMENT INDEX

Overview

When you select Document Index from the Word Processing menu, you can specify whether you want to display a list of documents on an archive diskette, on the system disk (WPS), in a library (OIS, VS/IIS), or queued to a printer.

You can also <u>print</u> an index in order to maintain a document log. You can print an index that lists <u>all</u> the documents on the system disk, library, or archive diskette; or you can print an index that lists all the documents in a library <u>by author</u> or <u>by operator</u>. You cannot print an index that lists all the documents on the <u>system</u> disk by author or operator, and you cannot print an index of all documents being printed or queued to printers.

Print Index creates an output word processing document from the Document Index. You can manually update this document, or you can periodically produce updated versions through Print Index.

Displaying an Index of Documents in a Library on OIS and VS/IIS

Sequence	Results
1. Select Document Index from the Word Processing menu and press EXECUTE.	The screen displays the Document Index Selection screen.
2. Position the Acceptance Block beside Library * (* = library letter) in the Location column, and press RETURN.	The cursor is now positioned under the library letter.
3. To enter a new library letter, strike over the existing letter.	
4. Press RETURN to position the cursor in the Which Ones column.	The choices are: • All • By Author • By Operator • In Use • Damaged
5. Position the Acceptance Block beside your selection. If All, In Use, or Damaged was selected, press EXECUTE. If By Author or By Operator was selected, go to step 6.	If All was selected, the system displays a list of all documents in the specified library. If In Use was selected, only the documents (in the specified library) currently being created, edited, printed, or queued to a printer will be displayed. "In Use" means not available for another operator until that step is finished. If Damaged was selected, only the documents that have been damaged and not yet recovered are displayed. Recovery is an automatic system feature.

Sequence   Results

6. Press RETURN, and enter the author/   The system displays a list of all
   operator name exactly as it was   documents in the library by the
   entered on the Document Summary   specified author/operator.
   during creation or editing in the
   Author/Operator Name field. Press
   EXECUTE.

NOTE

If the Name field is left blank, the system displays a list of all
documents in which no name was entered in the Document Summary for
the author or operator during creation or editing.

---

7. Use PREV SCRN, NEXT SCRN, and
   GO TO PAGE to view additional
   Index screens. If GO TO PAGE is
   used, enter document IDs instead of
   page numbers to specify location.

   To view an index of the documents
   in another library, enter the ID of
   a document in another library, or
   0000* (* = library letter).

8. Press CANCEL to return to the Word
   Processing menu.

Displaying an Index of Documents on an Archive Diskette

Sequence	Results
1. Select Document Index from the Word Processing menu, and press EXECUTE.	The screen displays the Document Index selection screen.
2. Position the Acceptance Block beside Archive Diskette in the Location column.	
3. When viewing archived documents, the library letter and the In Use and Damaged fields have no affect. However, you can specify Author/ Operator names, if desired. To do so, follow step 6 in the previous section. To view all documents on a diskette, go to step 4.	
4. Press EXECUTE.	The screen prompts, "Please Mount Archive Diskette" and "Execute or Cancel."
5. Press EXECUTE.	The system displays the diskette ID number for verification.
6. Press EXECUTE.	The system displays a list of all documents on the diskette.
7. Use PREV SCRN, NEXT SCRN, and GO TO PAGE to view additional Index screens. If GO TO PAGE is used, enter document IDs instead of page numbers to specify location.	
8. Press CANCEL to return to the Word Processing menu.	

Displaying an Index of Documents Waiting to be Printed

Sequence	Results
1. Select Document Index from the Word Processing menu, and press EXECUTE.	The screen displays the Document Index selection screen.
2. Position the Acceptance Block beside Printers in the Location column, and press EXECUTE.	The index of documents being printed or waiting to be printed is displayed. This index includes the document IDs, the device numbers the documents will be printed on, and the printing status (printing, queued).
3. Use the PREV SCRN and NEXT SCRN keys to view additional index screens.	
4. Press CANCEL to return to the Word Processing menu.	

Printing a Document Index

Sequence   Results

1. Select Special Print Functions from   The Special Print Functions menu
    the Word Processing menu and press   is displayed.
    EXECUTE.

2. Use the Space Bar to position the   The Document Index selection
    Acceptance Block beside Print   screen is displayed.
    Index. Press EXECUTE.

3. Refer to the previous sections for
    making selections from the Document
    Index selection screen.

4. When the appropriate selections   The system creates an output
    have been made, press EXECUTE.   word processing document entitled
                                                 ******DOCUMENT INDEX******, goes
                                                 through the requested index to
                                                 create an output format, and then
                                                 displays the Print Document menu
                                                 for revision. This is the same
                                                 menu displayed when you print any
                                                 document, except that the Delete
                                                 field is set at "Yes" instead of
                                                 "No," so that this document is
                                                 automatically deleted after
                                                 printing. Change this to "No" if
                                                 you want to keep it on the system.

NOTE

If you decide not to print the Document Index and press CANCEL, the
document created by the system will still be in your library. If
you want to stop printing a Document Index, you can cancel the
print request just as you would for any other document (see
"PRINTING").

---

5. Revise the Print Document menu as   The document is sent to the
    necessary and press EXECUTE.   specified printer.

NOTE

After printing a Document Index for an archive diskette on WPS, you
must cancel the index printout by selecting Cancel Index Printout
from the Special Print Functions menu. Otherwise, the system will
display the message "Archive in Use."

Cancel Index Printout

Sequence	Results
1. Select Cancel Index Printout from the Special Print Functions menu and press EXECUTE.	The system displays the document name.
2. Press EXECUTE.	The printer stops printing the request (if printing is still occurring) and prints the message "Printout cancelled by operator."

OIS/WPS DOCUMENT SECURITY

Overview

The availability of a document to selected personel only is achieved through password protection. Passwording is available on OIS and WPS. One or many documents can be password protected. Since the correct password must be used to access the document, the document is "protected," or restricted, to either operators knowing the password or to the system administrator through Supervisory Functions.

The password remains with the document until the operator changes or deletes the document's password. As long as a document is password protected, the correct password must be attached to the workstation before the document can be edited, filed, or printed.

A password consists of any combination of upppercase or lowercase letters or numbers. It can be from one to six characters in length. There is no limit to the number of times the password can be changed on the workstation or the number of documents to which it can be assigned.

The password is first attached to the workstation by the operator. It is then automatically assigned to any document created on that workstation. The password remains on the workstation until it is removed by attaching a blank password or another valid password.

NOTE

Selecting Utilities or Advanced Functions from the Word Processing menu automatically removes the password from the workstation. A password must be assigned to the workstation again if necessary. Also, returning to the Disk Operating System (DOS) menu from the Word Processing menu removes a password from a workstation.

Creating and Attaching a Password

Sequence	Results
1. While at the Word Processing Menu, Press COMMAND.	The system prompts "Which Command?"
2. Type an asterisk (*).	The system prompts "Enter Password."
3. Type the password, using no more than six characters.	The letters or numbers do not appear on the screen.
4. If the password contains less than six characters, press EXECUTE and the prompt "Password Accepted" appears in the lower right hand corner of the screen. If the password contains six characters, the attachment is completed automatically.	The password is attached to the workstation.

A passworded document cannot be edited, printed, filed, or retrieved on any workstation that does not have the correct password attached. If the correct password is not attached, the screen prompts "Password Protected" in the bottom right corner and a warning tone is sounded. If the correct password is attached to the workstation, all editing, printing, and filing functions can be performed on the protected document as usual. Unprotected documents already on the system are not affected when a password is attached to the workstation.

```
──────────────────────── NOTE ────────────────────────

Since a password is never visible, each keystroke used must be
remembered.  If a document's password is not entered exactly, that
document cannot be accessed except by the system administrator.
```

The password can be attached to the workstation for as many documents as desired. When the password is not longer necessary, it can be removed from the workstation. Documents created with a password remain protected by that password after the password has been removed from the workstation.

The Document Index can be used to identify the password protection status of a document. If an asterisk (*) appears immediately after the document ID number, that document is password protected.

Removing a Password From a Workstation

Sequence	Results
1. Press COMMAND.	The system prompts "Which Command?"
2. Type the asterisk (*), then press EXECUTE.	The system prompts "Password Removed." In effect, a blank password overrides the current one, leaving the workstation without an attached password.

For added security, press COMMAND + Asterisk (*) + EXECUTE when leaving the workstation to keep any documents protected by the currently attached password from being accessed by an unauthorized person.

NOTES

If a password is to be attached to only one document, the workstation should be cleared of the password before other documents are created.

If a password is left attached to a workstation and a new document is created, the prompt "Password Protected" appears in the upper right corner of the initial screen of text. Removing the password is also a precaution against another operator creating a document, not noticing the password protection status, and later finding it password protected.

Changing or Deleting a Password

To change the password for a new document, a new password is attached to the
workstation. The new password automatically replaces the old password and is
attached to any documents created until it is either changed or removed.

Sequence	Results
1. Press COMMAND.	The system prompts "Which Command?"
2. Press the ampersand key (&).	The system prompts "Enter Password."
3. If the password is to be changed, enter the new password and press EXECUTE.	The prompt "Password accepted" appears on the screen.
If the password is to be deleted, press EXECUTE. (Thus entering a blank password.)	The prompt "Password removed" appears on the screen.

```
┌───────────────────── NOTES ─────────────────────┐
│                                                  │
│  This feature will change the password of the current document  │
│  only.  If the workstation is password protected, the next document  │
│  that is created will be protected with the original password  │
│  assigned to the workstation.                    │
│                                                  │
│  The use of many different passwords should be kept to a minimum,  │
│  and caution should be observed when making numerous password  │
│  changes.  The existence of multiple passwords may cause problems in  │
│  remembering which password is attached to a particular document.  │
│                                                  │
└──────────────────────────────────────────────────┘
```

OIS and VS/IIS SECURITY DOCUMENT ERASE

Overview

The Security Document Erase function is used to erase a document, and is applicable on the OIS and VS/IIS word processing systems. The erasing process begins with the information at the end of the document and works its way to the beginning of the document. If the operation is cancelled, a portion of the document, particularily the Document Summary, may remain and can be recovered. Even though the document will still be available, some information will probably have been lost.

The system performs the erasure by writing over all information with zeros and then automatically confirming that the document contains no other characters except zeros. This is different from deleting a document in that if the system goes down, parts of the deleted document may be merged with another document and then accessed by an unauthorized person. Security Document Erase rewrites the document with zeros, thereby deleting its contents from the system.

Erasing a Document on OIS

Sequence	Results
1. From the Word Processing menu, place the Acceptance Block at Utilities and press EXECUTE.	The Utilities menu is shown.
2. From the Word Processing Utilities menu, place the Acceptance Block at Security Erase and press EXECUTE.	The system prompts for the document's ID number.
3. Enter the document ID and press EXECUTE.	System Secuity Erase verification screen appears with the following information: Document ID, Document Name, Operator, Author, and Comments.

NOTE

Be sure to verify that the document ID number and remaining document information appearing are correct. Once the erasing procedure is performed, the document becomes irrecoverable.

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4. To initiate the document erasing process, press EXECUTE.	The messages "(Erase in progress)" and "(Erase complete)" appear on the lower left corner of the screen.
5. To erase another document, enter the document ID number and press EXECUTE. To return to the Word Processing Utilities menu, press CANCEL.	

Erasing a Document on VS/IIS

Sequence   Results

1. Press PF 4 (Delete Single   The Input Definition screen
    Document) from the Document   appears.
    Filing and Conversion menu.

2. In the Document Field, type
    the Document ID that is to be
    erased. Press TAB.

3. The defalt for Security Erase is
    preset to "No." Type "Yes" to erase
    the document.

4. When all the fields are completed,   When the document is erased,
    Press ENTER to begin the deletion   the system returns to the
    process.   Document Filing and Conversion
                                           menu and displays a message
                                           indicating that the document has
                                           been deleted.

FOOTNOTING/REPAGINATION ON OIS

Overview

Footnoting/Repagination is an OIS Advanced Function. A 64K workstation is required to perform this function.

The Footnote function is always performed concurrently with the Repagination function. You can, however, use the Repagination function independently of the Footnote function to number or renumber pages of a document without footnotes.

The Footnoting/Repagination function allows you to enter, move, number, and renumber footnotes and document pages. However, this feature is not intended to produce a perfect output without adjustments. You must access the output document, and edit it, if necessary, before printing.

Display Logs are also discussed along with Footnoting/Repagination because they are an efficient method of recording the transactions involved when footnoting and repaginating text.

General Information For Footnote Processing

The Footnote/Repagination function processes a source document and produces an output document. In order to use the Footnote/Repagination function, you must first prepare the source document through word processing. The source document contains the main text as well as the imbedded footnote text. The output document, which is automatically produced by the system, contains the main text with the footnote text in the correct location.

Both documents are word processing documents that can be edited. However, any major changes to the output document text should be made to the source document because the latter contains specific information that is used by the Footnote/Repagination function. For example, the source document contains certain symbols that specify whether or not footnotes are to be numbered. Once an output document has been produced, the source document no longer contains specific information that is required by the Footnote/Repagination function. Therefore, editing the output document and then specifying it as the source document could result in the entire document being treated as an undifferentiated body of text, generating unpredictable results.

You have the following three choices to footnote text:

- Numbered Footnotes - Allows the system to automatically number the footnotes in sequence. Figure 5 is an example of a source document with a numbered footnote.

- Unnumbered Footnotes - Enables you to enter notes that have titles, such as "Sources," whereby you edit the output document by replacing the two asterisks with the footnote markers that you desire. Figure 6 is an example of a source document with a unnumbered footnote.

- Manually Numbered Footnotes - Allows you to use the numbering sequence that you desire, like using four digits rather than the standard one digit (using up to four digits or four printable characters). Figure 7 is an example of a source document with manually numbered footnote.

NOTE

At the outset, the Footnote/Repagination and Repagination functions require you to specify the IDs of the source and output documents. If you are using the Footnote/Repagination function, you can bypass the "Specifying the Source and Output Document IDs" section, since you already specified both the source and output document IDs when you started the Footnote/Repagination function.

The Footnote/Repagination function always attempts to place the entire footnote on the page that references it. However, in some instances, the footnote text must be split and continued on the next page. When this happens, the Footnote/Repagination function adheres to the following rules:

● Only the last footnote referenced on the page is split and continued.

● The footnote text must be capable of being split after the first line of the text or before the last line of the text. This ensures that at least part of the footnote will always occur on the same page on which it is referenced.

● Any given footnote is continued only once.

If any of the above conditions cannot be met, the footnote text is left on the original page, even if this causes the page to have more than the maximum number of lines per page, as specified in the Repagination Selection screen. A new page is then started and an error message is written to the Work Page of the output document.

Continued Footnotes

If a footnote is too long to fit on the page that references it, the footnote text will be split and continued on the next page when the source document is processed. This will occur only if the conditions under "General Information for Footnote Processing" have been met.

If the pages in the output document are numbered, the message "(Footnotes continued to page __)" will appear flush right as the last line of text on the page, and the message "(Footnotes continued from page __)" will appear flush left as the first line of text on the next page. These messages appear only in the output document and are not optional. Also, the message counts as a line of text on the page where it appears.

If the pages in the output document are not numbered, the message "(Footnotes continued to next page)" will appear flush left as the last line of text on the page, and the message "(Footnotes continued from previous page)" will appear flush right as the first line of text on the next page. These messages appear only in the output document and are not optional. Also, the message counts as a line of text on the page where it appears.

Keep in mind the following considerations when using Footnoting/Repagination:

- Potential "widows" and "orphans" in footnote text are not detected and flagged. However, widows and orphans occur only when a footnote needs to be split and continued from a previous page.

- Every appropriate character is transferred from the source document to the output document with an absolute minimum of foreign characters being introduced into the output document. There are, however, certain situations that may interfere. The last main text line on a page may be ended with a system-supplied return. The last line of each footnote always ends with a return. These returns are needed to maintain the correct line count but may cause a problem during printing under the "justification" option. To maintain correct justification of lines on a page, additional returns are inserted after the last line of the main text and before the start of the footnote text block. Also, when a header text line begins a paragraph or paragraphs, the header may end up at the bottom of one page with the remaining text at the top of the next page.

Footnote Limits

The Footnoting/Repagination function has the following limitations with regard to the document text.

- Maximum of 254 lines per page (text plus format lines)

- Maximum of 120 pages per document

- Maximum of 50 footnote references per 1 main text line

- Maximum of 65,534 lines of footnote text, per document

- Maximum of 65,534 lines of main text plus format lines, per document

- Maximum of 65,534 lines of main text plus format lines plus footnote references, (approximately 2 million lines of text) per document

PREPARING THE SOURCE DOCUMENT

Sequence   Results

1. Access an old document or create
    a new one through the Word
    Processing menu.

2. You have the following three choices
    to footnote text.

    For numbered footnotes:

        a.   Press NOTE.

        b.   Press the Asterisk (*) key.

        c.   Type in the footnote text.

        d.   Press NOTE, and then press
             the Asterisk (*) key.

    For unnumbered footnotes:

        a.   Press NOTE.

        b.   Press the Asterisk (*) key
             twice.

        c.   Type the footnote text.

        d.   Press the Asterisk (*) key,
             and then press NOTE.

    For manually numbered footnotes:

        a.   Press NOTE.

        b.   Press the Asterisk (*) key
             twice, and type a comma.

        d.   Type the desired footnote
             number (up to four digits
             or printable characters).

        e.   Type a comma, then type the
             footnote text.

        g.   Press the Asterisk (*) key,
             then press NOTE.

Type of Footnote	Keys	Example
Numbered	NOTE + *	!!*footnote text*!!
Unumbered	NOTE + **	!!**footnote text*!!
Manually numbered	NOTE + ** + , + number	!!**,1,footnote text*!!

Figure 4.   Symbols for Footnoting

Every businessman today faces the problem of dealing with the increasingly large quantities of information which must be processed by a business in its daily operation. Whether your business is large or small, the ability to process and analyze this information efficiently is essential for its continued successful operation.!*The Wang 2200VS: Executive Introduction, Chapter 1, P. 1.*!

Figure 5.   Source Document with a Numbered Footnote

In most installations, printers are a common resource shared by all users. If printers are not used efficiently, system performance can be seriously degraded. For example, a user at one workstation could be prevented from executing a program that uses a printer when all printers are busy.!**The Wang 2200VS: Executive Introduction, Chapter 2, p. 5.*!

Figure 6.   Source Document with an Unnumbered Footnote

The workstation display screen can display 24 rows of 80 characters each, with a large character set. Characters can be displayed in bright or dim intensity, and the screen is formattable into discrete fields to facilitate creation of customized displays.!**,3,The Wang 2200VS: Executive Introduction, Chapter 1, p. 7.*!

Figure 7.   Source Document with a Manually Numbered Footnote

Printing a Source Document with Notes

The Note symbol allows you to print the source document with the embedded footnote text by selecting With notes from the Print Document menu.

Specifying the Source and Output Document ID's

After you have prepared the source document, you can specify the source and output document IDs through the Footnote/Repagination function.

Sequence	Results
1. Select Footnoting/Repagination from the Advanced Functions menu and press EXECUTE.	The Footnoting/Repagination main menu is displayed with the Acceptance Block positioned at Footnote/Repagination.
2. Select Footnote/Repagination and press EXECUTE.	The screen displays the prompts "Source Document ID:_____" and "Output Document ID:_____." The Source Document ID:_____ field is highlighted. If you have already processed a document using the Footnoting/Repagination function, the Source Document ID:_____ and the Output Document ID:_____ fields default to their respective document IDs. However, if you run through several screens and cancel out of the function before processing the documents, these IDs will not be the defaults.
3. Enter the source document ID. Press TAB, RETURN, or EXECUTE.	The Output Document ID:_____ field is highlighted with the default document ID displayed. There is no way to bypass the Output Document ID field. This field must be entered before you can begin processing.
If the source document is password protected, you must enter the password. Enter the password, avoiding BACKSPACE, and press EXECUTE. If you enter the wrong password, press EXECUTE and then enter the correct one.	The prompt "Document is Password Protected. Enter password: _____" is displayed.

Sequence   Results

4. Enter the output document ID.   The Footnote Selection screen
    Press EXECUTE.   is displayed.

    If you do not want to accept
    the default output document ID,
    you can specify the next available
    document ID in any valid library by
    entering a valid library letter in
    the first space of the Output   The system will display the
    Document ID:_____ field and   next available document ID of the
    pressing DELETE four times to delete   library, or enter any document ID
    the default output document ID.   with a valid library letter.

    You cannot enter the prototype
    document ID for either the source
    or output document.

    If you enter the ID of a document   The prompt "Output Document
    that already exists, you have the   already Exists. Delete it?
    choice to delete it or specify   (Y/N) ___" appears.
    another document ID.

    If the existing document is   The prompt "Document is
    password protected, you must   Password Protected.
    enter the password.   Enter Password: _____"
                                           is displayed.

FOOTNOTE SELECTION SCREEN

The Footnote Selection screen allows you to choose how the footnotes are to appear in the output document.

Selection Fields

You can choose one option from each of the following selection fields:

- Footnote Location - Allows you to specify whether the footnotes are to appear at the end of each page or the at end of the document.

- Footnote Numbering Sequence - Provides the option of numbering the footnotes with either Arabic numerals, lowercase letters, or any character on the keyboard. When you select the character field, the Footnote/Repagination function enters from 1 to 4 characters then starts with the first character again. For example, if you specified # in the character field, your output would appear as: #,##, ###, ####, #,##, etc. If you want two different numbering sequences (i.e. i, ii, iii and 1, 2, 3), you must create two separate documents, process them separately and then super copy one into the other.

- Footnote Spacing - Allows you to specify the spacing that will appear between footnote entries. Footnotes themselves are always single spaced.

- Footnote Width - Determines the width of the footnote text. If you enter a zero in this field, the footnote width will conform to the format line on page one of the source document.

- Footnote Style - Determines the location of the footnote text, and provides the following options:

  - Flush Left locates the footnote text immediately following the superscripted number, without intervening spaces or periods. The footnote text continues at the left margin.

  - Indented places a period (or other delimiter character) and at least one space after the footnote number. The footnote text is indented to the tab position specified (minimum of 5). Choosing this option allows you to enter the starting position of the footnote number and the text through an additional menu that appears.

  - Tabbed places a period (or other delimiter character) and at least one space after the footnote number. The first line of the footnote text is indented to the tab position specified (minimum of 5), and the remaining lines of text start at the left margin. Choosing this option allows you to enter only where the text should start, because the number is automatically flush left, and the text on succeeding lines will wrap to the leftmost position. These specifications are made when another menu appears.

If the footnote numbering sequence reaches a length of 4 digits and the tab position specified in the Indented and Tabbed fields is less than 7, there is a possibility that the footnote text will be misplaced by one line. The footnote text will also be misplaced if the tab settings in the format line of the source document are less than the tab position specified in the Indented and Tabbed fields. When the above situations occur, the footnote text of the output document will appear as follows:

1111.
This is a footnote text misplaced by one line.

The following list shows the maximum number of digits in the Footnote Numbering Sequence field and the minimum tab position in the Indented and Tabbed fields that you can specify without having footnote text misplacement occur:

Footnote numbering sequence	Minimum specification
4 digits	7
3 digits	6
2 digits	5

Using the Footnote Selection Screen

To move the cursor in a forward direction from field to field in the Footnote Selection screen, press RETURN. To move the cursor in a backward direction, skipping over secondary fields, press TAB. To move the cursor within each field, press the Space Bar or the first letter of the field.

Sequence   Results

1. Select the desired options by
    moving the Acceptance Block.

2. Press EXECUTE when you have made
    all your selections.

    If you select the Flush Left
    option, the Repagination
    Selection screen is displayed.

    If you select the Indented or
    Tabbed option, the Footnote
    Selection subscreen is displayed.

NOTES

If you choose autonumbering (numeric, alpha, or character), the footnote ID underscore and the delimiter character can be placed in the output document if you select Yes from the Underscore Footnote ID field and if you select Yes from the Place Formatted Footnote ID Into Main Text field. If you select No from the Place Formatted Footnote ID into Main Text field, the footnote ID will not be underscored and the delimiter character will not appear.

You also have the option to underscore the footnote ID for unnumbered footnotes or manually numbered footnotes if you follow the same procedures for autonumbering, leaving the Delimiter Character field empty. You can manually enter the delimiter character in the output document for any of the three footnote styles.

---

3. Select the desired options from the
    Footnote Selection subscreen and
    press EXECUTE.

Cancelling Out of Screens

Pressing CANCEL while at the Footnote Selection subscreen returns you to the Footnote Selection screen.

Pressing CANCEL while at the Repagination Selection screen causes the Footnote Selection screen to appear, even if data has been entered in the Footnote Selection subscreen. Pressing CANCEL while at the Footnote Selection screen returns you to the Source and Output Document ID screen.

REPAGINATION

Overview

The Footnote function is always performed concurrently with the Repagination function. As with the Footnote function, a source document is processed and an output document is produced when repaginating documents. You can use the Repagination function independently of the Footnote function to number or renumber pages of an existing document. However, if the source document that you specify contains footnotes, you must select the Footnote/Repagination option in order to have the footnotes processed correctly. If you only specify the Repagination option, then the footnote text will be treated as main text and will not be placed in the proper location.

Specifying the Source and Output Document IDs

If you have selected the Footnote/Repagination option, this section does not apply to you as you have already specified the source and output document IDs. When you press EXECUTE after choosing the options from the Footnote Selection screen, the Repagination Selection screen is displayed. Therefore, you can skip this section and proceed to the section entitled "Selection Fields."

Sequence	Results
1. Select Footnoting/Repagination from the Advanced Functions menu and press EXECUTE.	The Footnoting/Repagination main menu is displayed with the Acceptance Block positioned at Footnote/Repagination.
2. Select Repagination and press EXECUTE.	The screen displays the prompt "Source Document ID:_____" and "Output Document ID:_____." The Source Document ID:_____ field is highlighted. If you have already processed a document through the Footnoting/Repagination function, the Source Document ID:_____ and the Output Document ID:_____ fields default to those document IDs. However, if you run through several screens and cancel out of the function before processing the documents, these IDs will not be the defaults.

Sequence	Results
3. Enter the source document ID. Press TAB, RETURN, or EXECUTE.	The Output Document ID:____ field is highlighted with the default document ID displayed. There is no way to bypass the Output Document ID field. This field must be entered before you can begin processing.
4. Enter the output document ID. Press EXECUTE.	The Repagination Selection screen is displayed.

If you do not want to accept
the default output document ID,
you can specify the next available
document ID in any valid library.
To do this, enter any valid library
letter in the first space of the
Output Document ID:_____ field
and press DELETE four times
to delete the default output
document ID. The system
automatically displays the next
available document ID of the
specified library. You can also
enter any document ID with a
valid library letter.

```
┌──────────────────── NOTE ────────────────────┐
│                                                │
│  You cannot enter the prototype document ID (0000x) for either the │
│  source or output document.   If you enter the ID of a document that │
│  already exists, the prompt "Output Document already Exists. Delete │
│  it? (Y/N) ___" appears. You can either delete the document or │
│  specify another ID.  If the existing document is password │
│  protected, the prompt "Document is Password Protected. Enter │
│  Password: _____" is displayed. │
│                                                │
└────────────────────────────────────────────────┘
```

REPAGINATION SELECTION SCREEN

The Repagination Selection screen allows you to choose the page length and page numbering sequence of the output document.

Selection Fields

You can choose one option from each of the following selection fields.

Lines of Text per Page - Allows you to specify the minimum number of main text lines per page and the maximum number of total (main text and footnote text) lines per page in the document. If you do not enter values here, the first time Repagination is run, the system defaults to values of 3 (min) and 56 (max). Otherwise, the system defaults to the last numbers entered when processing occurred.

Repagination Numbering Sequences - Provides the option of numbering the pages of the document with Arabic numerals, Roman numerals, lowercase Roman numerals, lowercase letters, or with no page numbers.

Using the Repagination Selection Screen

To move the cursor forward from field to field in the Repagination Selection screen, press RETURN. To move the cursor in a backward direction, skipping over secondary fields, press TAB. To move the cursor within each field, press the Space Bar or the first letter of the field.

Sequence

1. Select the desired options by moving the Acceptance Block.

2. Press EXECUTE when you have made all your selections.

Results

The processing Footnote/Repagination screen is displayed. This screen displays the source document ID and the output document ID. During processing, the screen flashes running totals of "Pages Processed," "Page Breaks Generated," "Page Breaks Processed," and "Footnotes Processed."

When the Repagination process is complete, the screen displays the totals of "Pages Processed," "Page Breaks Generated," and "Page Breaks Processed." When the Footnote/Repagination process is complete, the screen displays the totals of "Footnotes Processed" in addition to the other fields. The message "Processing completed successfully" is displayed at the bottom of the screen when both the Footnote and Repagination processes are complete.

NOTE

You can press CANCEL anytime during processing. Pressing CANCEL before EXECUTE returns you to the Footnote Selection screen. When CANCEL is pressed after EXECUTE, processing is stopped and the main menu of the Footnoting/Repagination function is displayed. When you edit the output document after pressing CANCEL during the Footnoting/Repagination process, the document is accessible but has no text in it.

Every businessman today faces the problem of dealing with the increasingly large quantities of information which must be processed by a business in its daily operation. Whether your business is large or small, the ability to process and analyze this information efficiently is essential for its continued successful operation.[1]

---

[1]The Wang 2200VS: Executive Introduction, Chapter 1, p. 1.

Figure 8.   Output Document with a Numbered Footnote

In most installations, printers are a common resource shared by all users. If printers are not used efficiently, system performance can be seriously degraded. For example, a user at one workstation could be prevented from executing a program that uses a printer when all printers are busy.**

**   The Wang 2200VS: Executive Introduction, Chapter 2, p. 5.

Figure 9.   Output Document with an Unnumbered Footnote

The workstation display screen can display 24 rows of 80 characters each, with a large character set. Characters can be displayed in bright or dim intensity, and the screen is formattable into discrete fields to facilitate creation of customized displays.[3]

---

3   The Wang 2200VS: Executive Introduction, Chapter 1, p. 7.

Figure 10.   Output Document with a Manually Numbered Footnote

DISPLAY LOG

Overview

Each workstation maintains its own log of the operations performed by the
Footnoting/Repagination function. You can keep this log for any period of
time or delete it at will.

Displaying the Log

The format for the log of documents processed consists of the source document
ID on the left, followed by the symbol that indicates the function performed
on the source document, and the output document ID.

Sequence   Results

1. Select Footnoting/Repagination   The Footnoting/Repagination main
    from the Advanced Functions menu   menu is displayed with the
    and press EXECUTE.   Acceptance Block positioned at
                                             Footnote/Repagination.

2. Select Display Log from   The Log of Documents Processed
    the Footnoting/Repagination main   screen is displayed.
    menu and press EXECUTE.

NOTE

The symbol " —F→ " indicates that a Footnote/Repagination function
was performed on the source document. The symbol " —R→ " indicates
that a Repagination only function was performed on the source
document. The symbol " —E→ " indicates that there is an error with
the output document. This condition occurs when CANCEL is pressed
during processing. If no documents have been processed by the
Footnoting/Repagination function, or the log has been deleted, the
message "Log File is Empty. Press CANCEL to Terminate" is
displayed.

---

3. Press CANCEL to exit from the Log   The prompt "Delete Log of
    of Documents Processed screen.   Operations Performed? (Y/N)"
                                             is displayed.

4. Press EXECUTE or CANCEL to accept   The main menu of the
    the default, "N," or enter "Y" to   Footnoting/Repagination
    delete the log.   function is displayed.

Display Instructions

The Display Instructions option displays a brief summary of the rules and options available with the Footnoting/Repagination functions.

Sequence	Results
1. Select Footnoting/Repagination from the Advanced Functions menu and press EXECUTE.	The Footnoting/Repagination main menu is displayed with the Acceptance Block positioned at Footnote/Repagination.
2. Select Display Instructions from the Footnoting/Repagination main menu. Press EXECUTE.	Instructions for using the Footnoting/Repagination function are displayed.
3. Press PREV SCRN and NEXT SCRN to scroll through the instructions.
4. Press CANCEL when you are finished viewing the instructions.	The main menu of the Footnoting/Repagination function is displayed.

FOOTNOTING/REPAGINATION ADDITIONAL FEATURES

There are several additional features of the Footnoting/Repagination function that allow you to specify how your output document will appear. These features include the footnote separation picture and the Repagination processing commands. In addition, the Work Page of the output document contains information about the footnote processing.

Footnote Separation Picture

The Footnote/Repagination function uses a specific format for placing footnotes at the end of a page in the output document. The footnote text appears at the bottom of the page, separated from the main text by 2 blank lines, an underscored line, and another blank line. The Footnote Separation Picture allows you to override this format. A maximum of 5 lines can be used to enter text, underscores, notes, blank lines, or anything you wish. Refer to Figure 11 for an example of a Footnote Separation Screen.

Sequence	Results
1. Access the source document through word processing.	
2. Press the GO TO PAGE key + W.	The source document's Work Page is displayed.
3. Press INSERT, then press NOTE.	
4. Press the Asterisk (*) key.	
5. Enter the desired information.	
6. Press the Asterisk (*) key and then press NOTE.	The information you have specified is entered in the Work Page of the source document.
7. Press EXECUTE.	

NOTE

You can enter any information in the Work Page except a format line. The width of the information you enter in the Work Page is determined by the number you specify in the "Footnote Width" field of the Footnote Selection screen. The Footnote Width specification could be smaller than the format line in the Work Page, which could cause the Footnote/Repagination function to generate more than 5 lines. If this happens, the system ignores anything that exceedes the 5 line limit.

> This is the main text of the document.[1] The footnotes
> appear at the bottom of the page.[2]
>
> _____
>
> [1]This is how the footnote text would appear separated from the
> main text.
>
> [2]There are two blank lines, a solid line, and another blank
> line separating the footnote text from the main text.
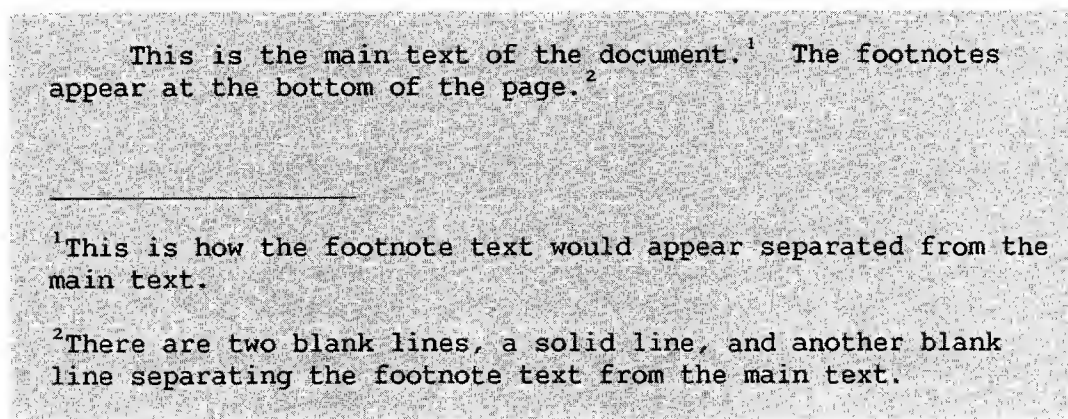
Figure 11. Footnote Separation Picture

Repagination Processing Commands

The Repagination function adheres to the minimum and maximum lines per page
specified in the Repagination Selection screen. You may want to override that
field and force a page break at a specified point in the output document. To
do this, press CENTER and PAGE at the place in the source document where you
want a page break to occur.

CALUCULATOR FOR OIS AND VS/IIS

Overview

Calculator is an OIS Advanced Function and a VS/IIS Utility that performs many of the operations of a hand-held or office calculator; it is not available on the WPS. Calculator adds, subtracts, multiplies, and divides any number, and is accurate to a maximum of 13 digits. It also performs powers and roots of numbers. For editing or printing purposes, Calculator can also produce an output word processing document containing your calculations.

General Instructions

Sequence	Results
1. Using OIS, select Calculator from the Advanced Functions menu and press EXECUTE. Using VS/IIS, select Calculator from the Utilities menu and press EXECUTE.	The system displays the Calculator menu.
2. Enter numbers after the plus sign (+) at the left side of the screen. Press BACKSPACE to delete the most recently typed digit or symbol.	
3. To perform mathematical functions, use the following keys.	

       Addition
           + or RETURN
       Subtraction
           —
       Multiplication
           x or *
       Division
           /
       Exponentiation
           SHIFT and — (An up arrow
           is displayed on the screen.
       Negative numbers
           — followed by digits
       Total
           = or EXECUTE

4. After all calculations have been made, press CANCEL.	The screen displays the prompt "Output Document ID _____."

Sequence	Results
5. If no calculations are to be saved in an output document, press CANCEL again.	The system returns to the OIS Advanced Functions menu or the VS/IIS Utilities menu.
6. To save the calculations in an output document, enter the ID of the document to be created.	
7. Press EXECUTE to produce the output document.	When the system has finished generating the output document, a beep is heard and the screen displays the message "Complete."
8. Press EXECUTE to rerun the function, or press CANCEL to return to the OIS Advanced Functions or VS/IIS Utilities menu.	

INDEX GENERATOR FOR OIS AND VS/IIS

Overview

The Index Generator creates an index for a word processing document (maximum 119 pages); it is not available on WPS, or on VS/IIS Workstation 2246C. An index may contain a maximum of 2,000 keywords; keywords are words or phrases with a maximum of 32 characters. The system searches for all occurrences of the keywords and places the page numbers on which the words appear in an index at the end of the document. (If you are using VS/IIS, Index Generator is functional only with a 48K or 64K workstation.)

Preparing the Input Document

Sequence	Results
1. Select Edit Old Document from the Word Processing menu.	
2. Press GO TO PAGE and W (or w).	The system displays the document's Work Page on the screen.
3. Press INSERT and enter the keywords in a column on one page. After each keyword, press RETURN.	

NOTES

In order to sort alphabetically, type all keywords in either all uppercase or all lowercase. Each word will begin with a capital letter after the Index Generator is run.

The system will not find words that are hyphenated in text. For example, if the word "Concatenate" is on the Work Page, the system will not find "Con-catenate" in the text.

---

4. Press EXECUTE when all the keywords have been entered.

5. Sort the keywords now, if desired.

6. After typing and sorting the keywords, cancel out of the document and select OIS Advanced Functions or VS/IIS Utilities from the Word Processing menu.

Generating an Index

Sequence	Results
1. Using OIS, select Index Generator from the Advanced Functions menu and press EXECUTE.	The system displays the Index Generator menu.
Using VS/IIS, select Index Generator from the Utilities menu and press EXECUTE.	
2. Enter the ID of the document to be indexed and press EXECUTE.	The system displays the Keyword Check screen (the Work Page of the input document).
3. Check the keywords for errors or omissions. Use the NEXT SCRN and PREV SCRN keys to view other screenloads of keywords.	

```
┌──────────────────────── NOTE ─────────────────────────┐
│                                                        │
│  In order to change, add, or delete a keyword, you must return to
│  the Word Processing menu and edit the input document's Work Page.
│                                                        │
└────────────────────────────────────────────────────────┘
```

4. If all the keywords are correct, press EXECUTE to begin generating the index.	Progress messages are displayed at the bottom of the screen.
	When the index is complete, the screen displays the message "(Completed)," and lists keywords that were not found in the document (if any).
5. Press EXECUTE to rerun the function. Press CANCEL to return to the OIS Advanced Functions menu or the VS/IIS Word Processing Utilities menu.	

OIS MAILBOX

Overview

Mailbox is an Advanced Function on the OIS that enables you to send an entire word processing document or a message of up to 240 characters to a mailbox or group of mailboxes. Mailbox numbers are associated with workstations of the same unit number. It is helpful to have a list of all users and their workstation unit numbers when routing a message.

Sending a Message

Sequence	Results
1. Select Mailbox from the Advanced Functions menu and press EXECUTE.	The Mailbox menu is displayed with the Acceptance Block positioned beside Read Mail.
2. Position the Acceptance Block beside Leave Mail, and press EXECUTE.	The Leave Mail menu is displayed.
3. Enter the name or identification of the message sender in the Message from: _____ field.	
4. Select Create Message or Send WP Document as Mail and press EXECUTE to continue.	If Create Message was selected, a screen with four blank lines is displayed. If Send WP Document was selected, the prompt "Enter Document ID: _____" is displayed.
5. Create a message by entering information on the lines. (To send a word processing document, go to step 6.) Press RETURN to move the cursor to the next line. Press TAB to move the cursor back, line by line. Press BACKSPACE to delete incorrectly typed characters, or position the cursor under the incorrect character and strike over it with the correct character.	

Sequence

Results

6. When sending a word processing document, enter the ID of the document to be sent. Only short documents (less than three pages) should be sent, since extra time and disk space are required to transmit longer documents. Press EXECUTE.

A menu with all the mailbox numbers is displayed. The unit number of a workstation is its mailbox number.

7. To select a mailbox, use the Space Bar to move the cursor to the desired mailbox number, and press INSERT to place an Acceptance Block beside it.

   Use BACKSPACE to move the cursor back to a previous mailbox number.

   To deselect a mailbox number, place the cursor under the Acceptance Block for that number and press DELETE.

8. When all necessary mailboxes have been selected, press EXECUTE to send the message.

The screen displays the message "(In progress)" followed by "Completed." Press CANCEL to return to the Mailbox menu.

Reading a Message

Sequence

Results

1. Select Mailbox from the Advanced Functions menu and press EXECUTE.

    The Mailbox menu is displayed with the Acceptance Block positioned at Read Mail.

2. Press EXECUTE.

    Your workstation's mailbox (unit) number is listed to the right of the prompt "Read mail."

3. If you wish to read the mail in a mailbox other than the one for the workstation you are presently using, strike over the unit number with another number and press EXECUTE. To view mail for the workstation you are presently using, press EXECUTE.

    The mail for the specified workstation is displayed.

4. Use NEXT SCRN and PREV SCRN to view the messages in the mailbox, or press GO TO PAGE to display a specific message. Enter the desired message number after the prompt "Message number?" and press EXECUTE.

5. To delete a message from the mailbox after it has been read, position the cursor in front of the message number. Press INSERT to select the message to be deleted.

    To cancel the selection of a message, position the cursor under the Acceptance Block and press DELETE.

6. After selecting the messages to be deleted, press EXECUTE.

    The system deletes the selected messages, and messages remaining in the mailbox are sequentially renumbered. The system returns to the Mailbox menu.

9-1

DUPLICATING DISKETTES ON OIS AND VS/IIS

This function allows you to make an exact copy of the contents and ID number of an archive diskette.

Duplicating a Diskette on OIS

Sequence	Results
1. Select Utilities from the Word Processing menu.	The Utilities menu is displayed with the Acceptance Block at Duplicate Disk.
2. Select Duplicate Diskette from the Utilities menu.	The Other Functions menu is displayed.
3. Press EXECUTE and enter the number of copies required.	
4. If you do not want the system to verify the duplication, press RETURN and use the Space Bar to choose "No."	
5. Press EXECUTE.	The system prompts "Please place diskette to be copied in drive and press EXECUTE."
6. Put the diskette into the drive and press EXECUTE.	The system prompts "Reading Track 00" and displays the track numbers (in hexadecimal) as they are read.
	When the duplication is finished, the system prompts "Please place new diskette in drive and then press EXECUTE."
7. Put a diskette into the drive. It is not necessary to prepare new diskettes, and text on used diskettes will be overwritten during the duplication process.	

Sequence

8. Press EXECUTE.

9. Remove the diskette from the drive.
    If you want another copy, place
    another diskette into the drive and
    press EXECUTE.

Results

The system prompts "Writing Track
00."

If verification of the duplication
was selected, the system will also
prompt "Verifying Track 00."

When the copying process is
finished, the system prompts
"Copies: 001."

Duplicating a Diskette on VS/IIS

To use the central archive drive for this operation, access Duplicate Diskette from a 2246C or 2256C workstation. To use the local archiver, access Duplicate Diskette from the archiving workstation associated with the archive drive.

Before using Duplicate Diskette, be sure to mount the diskette in the drive, following the mounting procedures described in "DOCUMENT FILING."

Sequence	Results
1. Select Duplicate Diskette from the Utilities menu and press EXECUTE.	The Duplicate Diskette screen appears.
2. Press EXECUTE to begin the duplication process.	The message "Reading Track XX" appears on the screen. As part of the duplication procedure, the system reads the information written on the diskette on a track-by-track basis, displaying the number of each track as it is read. The system holds the information in memory until duplication is completed. When the reading process is complete, the system prompts "Replace original with another diskette. Press EXECUTE to make copy, CANCEL to copy another diskette." "This is copy 001" appears on the bottom of the screen.
3. Place the diskette that the information will be copied onto in the drive and press EXECUTE.	The system prompts "Writing copy diskette (Copy 001)" in the upper portion of the screen. The system writes the information copied from the first diskette onto the new diskette and displays the message "Writing Track XX." When duplication is complete and all copies have been made, the system prompts "Duplication complete. Press EXECUTE to make another copy, CANCEL to copy another diskette."

Sequence	Results
4. If another copy is needed, press EXECUTE to restart the copy process. If no more copies are needed or if you wish to copy another diskette, press CANCEL.	The system prompts, "Place original diskette in drive. Press EXECUTE to begin, CANCEL to terminate utility."
5. Remove the diskette, following the appropriate dismounting procedures for the central archive drive and press CANCEL to return to the Utilities menu.	

LIBRARY CATALOG ON OIS AND VS/IIS

This function displays a map of libraries and the volumes on which they reside.

Sequence	Results
1. Select Library Catalog from the Utilities menu.	A list of the libraries (A-Z, a-z, and Glossary) with the name of the volume on which each resides is displayed.
2. To determine whether or not a prototype and/or documents exist in a particular library, position the cursor next to the desired library letter by pressing the Space Bar or the appropriate letter. Press EXECUTE.

RECOVER ARCHIVE DISKETTE ON OIS AND VS/IIS

This utility enables you to retrieve documents from damaged archive diskettes.

Sequence	Results
1. For OIS, Select Recover Document from the Utilities menu and press EXECUTE.	The system displays a screen with two choices: System and Archive Disk.
2. Select Archive Disk and press EXECUTE.	The first choice is between Central Drive and Local Archiver. (Refer to the Central Drive mounting procedure described in "DOCUMENT FILING.")
For VS/IIS Select Recover Diskette from the VS/IIS Utilities menu.	The first choice is between Central Drive and Local Archiver.
3. Position the Acceptance Block next to your selection and press RETURN.	The next choice is between Single and Multiple Documents.
4. Make your selection and press EXECUTE.	
5. Place the archive diskette in the drive and press EXECUTE.	
6. When a diskette is damaged and cannot be used again, its ID number can be changed; the original ID number can be reassigned to a new diskette containing the retrieved documents. To change the ID number, strike over it with the desired ID number and press EXECUTE when the system prompts "Archive ID may be Edited: _____."	If you chose Single Document from the Recover menu, the next prompt is "Please enter Document ID:."

If you chose Multiple Document from the Recover menu, the Archive Diskette Index is displayed. |

NOTE

VS/IIS Archiving Workstation's 2266C and 2276C do not recognize VS standard labelled diskettes and may destroy the contents of such a diskette if Recover Archive Diskette is erroneously attempted on it.

Sequence

Results

7. <u>Single</u> -- Type in the document ID number of the document that you want to retrieve and press EXECUTE.

<u>Multiple</u> -- To indicate which documents should be retrieved, space down to the desired document ID, press INSERT.

An Acceptance Block is placed beside the document ID.

To cancel this choice of document ID, delete this Acceptance Block by pressing DELETE.

8. After selecting all documents to be retrieved, press EXECUTE.

The message "Retrieving Document _____." is displayed and the system begins retrieving the requested documents.

Upon completion, the messages "Document _____. successfully retrieved." and "Needs Recovery." are displayed. These messages indicate that your document has been completely retrieved from the disk and is in need of recovery. All documents retrieved will be recovered automatically by the system the next time they are edited.

SORT DOCUMENT

Overview

The Sort Document utility is available on OIS and VS/IIS and is optional on WPS. It is provided in addition to the Command + Merge sorting capability to let you resequence lists of information from separate documents into ascending or descending alphanumerical order.

Three menus are provided to facilitate your sorting specifications. The following is a description of the entry fields and a summary of the functions and limitations of each menu:

Specify Source Document Menu

This menu asks for the Source Document ID and the range of pages to be sorted. It also allows you to enter the identification number of a sorting specification that was defined during a previous Sort operation.

The page range on this menu is 1-120 (unless you specify otherwise) to include the entire document. By supplying a document ID and range of pages to be used, and by using NEXT SCRN and PREV SCRN, a list of source documents and pages is created.

Source documents can be used more than once in a single sort, with different page ranges from the same document specified on separate Specify Source Document menus.

Specify Fields to Sort in Priority Order Menu

Following are descriptions of the column type entry fields.

- Alphanumeric Sequence – indicates that the order is to be alphabetic and/or numeric, and underlining is to be disregarded. Alphanumeric characters are sorted according to the following priority list:

  1. Graphics, such as Merge, Note and Stop.
  2. Special characters such as !, @, #, $, & and ?.
  3. Numbers.
  4. Letters. Uppercase letters precede lowercase. Words consisting of all uppercase letters are listed first; words with initial caps are next; and words composed of all lowercase are last in a standard alphanumeric sort.

- Alternate Sequence – allows you to specify a sequence not available on the menu. At this time, 1 is the only alternate sequence available. Alternate sequence 1 is completely case-insensitive.

- Numeric – used for fields that contain only numbers, such as dollar amounts.

Logical – used for alphabetic data in data processing applications; the order of the result is the ASCII-defined sequence. ASCII (American Standard Code for Information Interchange) is the standard set of codes used to represent characters within a computer. Numbers are listed before letters; underscored characters are listed after those that are not underscored; and special characters and control characters are listed according to the ASCII definition.

Sequence – offers the following choices:

> Ascending sorts characters into alphabetical order (A through Z). If a column contains numbers, they are listed in numerical order (1 through 9).

> Descending sorts characters in reverse alphabetical order (Z through A), and numbers are in reverse numerical order (9 through 0).

Sort Document regards columns in numerical sequence from left to right on the page. The first column is at the left margin, the second column follows the first Tab instruction, and so on. When giving sorting instructions, you must specify, by number, which column is to be sorted.

Also to be specified in this menu is the maximum length (in characters) of each column to be sorted. Specifying a length that is shorter than the information in the column will cause the sort to ignore those characters beyond the specified length, and sort only up to that point. The total of all maximum lengths in all fields specified in one sort cannot exceed 240.

Specify Result Document Menu

This menu allows you to determine whether the resulting document will be a new document or a previously created document, overwritten with the new, combined information.

This menu also offers the option to save a complete set of specifications (including the list of source documents, the Sort field specifications, and the result document specifications) that can be recalled later in a similar or identical Sort operation. The number entered as the sort specification number is a system-wide identification of a particular sort procedure. Therefore, it is recommended that a record of all specification numbers be retained. If a specification number has previously been defined, the system displays a warning. At that time you could either change the specification number or replace the existing specification with the current one.

NOTE

Sort specifications are saved on a system-wide basis. Care should be taken not to overwrite someone else's specifications.

Combining and Sorting Multiple Documents

Sequence	Results
1. Select Sort Document from the Utilities menu and press EXECUTE.	The Specify Source Document menu is displayed.
2. Complete this menu as necessary.	
3. To specify another document to be included in the sort, press NEXT SCRN after filling in the menu.	A second Specify Source Document menu is displayed. A maximum of 8 documents can be sorted at one time.
4. Enter the next document ID and continue pressing NEXT SCRN until you have entered information for all the documents to be included in the Sort operation. To review or change previous Source Document specifications, press PREV SCRN.	
5. When you have entered all the necessary information, press EXECUTE.	The Specify Fields to Sort in Priority Order menu is displayed.
6. Fill in all the menu fields as necessary and press EXECUTE. If the column type is numeric, do not include punctuation in the maximum length total.	
7. To specify a Second Priority Sort field, press NEXT SCRN.	The same menu is displayed, but the column number, length, and options are blank. The priority has changed to 02 because this is the second field to be specified and will be used by the system when variables in the first priority column are identical.
8. Repeat step 7 as many times as necessary.	
9. Enter the column number of the Secondary field and press EXECUTE.	The Specify Result Document menu is displayed.

Sequence

Results

10. Complete this menu as necessary.

If Create New Document in Library
is chosen, enter the letter of
the library in which you wish to
place the result document and press
RETURN.

To specify that the result document | A warning prompt is displayed
should replace an existing document, | indicating that this is an
position the Acceptance Block at | existing document and giving you
Replace Old Document. Press | a chance to change the document
RETURN and type the document ID of | ID number.
the document you wish replaced
by the new, sorted document.

Information in the existing
document will be overwritten by
the newly created, sorted document.

11. Press EXECUTE.

The Sort in Progress menu is
displayed.

Normally, the sort process takes
only seconds. If the source
documents and/or the key fields
are particularly large, this step
will take longer. Only SHIFT
CANCEL will terminate the sort at
this time. The number of source
records processed up to this point
is displayed.

Page breaks are determined by
dividing the number of records in
the source document(s) by the
number of source documents.

When the sort is complete, the
number of source records and
result records processed is
displayed. The figures for each
should be identical.

When the sort process is completed
the ID of the result document is
displayed.

Adding a Document to the Source Document List

Sequence   Results

1. While the screen displays the   A blank Specify Source Document
    document ID that will follow the new   menu is displayed.
    source document; press MOVE.

2. Enter the document ID of the
    source document to be added.

3. Specify the page range, if it is
    less than the entire document.

4. Press EXECUTE.

Removing a Document from the Source Document List

1. Place the cursor under the ID
    number of the document to be
    removed from the list of source
    documents.

2. Press DELETE five times to   The document is removed from the
    delete the entry.   list of source documents.

3. Press RETURN.

Changing Columns to Sort

Sequence   Results

1. Use PREV SCRN to locate the menu
    that has the correct priority
    number.

    If the new entry is to be the
    second priority, place the cursor
    within the second Specify Columns
    to Sort menu on the column number.

2. Press MOVE.

3. Type the new column number and
    other specifications.

Removing Columns

1. Place the cursor on the column
    number to be deleted from the list.

2. Press DELETE three times until the
    number field is blank.

3. Press RETURN.   The system displays the same menu
                                                            as if NEXT SCRN had been pressed.
                                                            The column specification
                                                            previously displayed has been
                                                            removed from the list of column
                                                            specifications.

GENERAL ERROR/WARNING MESSAGES

Answer all Questions
          Before pressing EXECUTE, all fields on the screen must be completed.

Archive disk being recovered was removed from drive
          The disk the program was using has been changed. Put the disk back
          into the drive and restart the program.

Archive disk worn
          Portions of the diskette have worn out; duplicate it and discard the
          worn diskette.

Archive in use
          The drive is being used by another workstation.

Back at Beginning
          During a search operation, you have eliminated enough characters from
          the search sequence to place you back at the point from which you
          started.

Bad key name
          Glossary Verify has detected an incorrect key name. Enter the correct
          key name of the function to be performed.

Bad label sector on disk
          The diskette contains a bad label sector. This can be corrected by
          performing the Rename Disk utility on the diskette. Name the disk and
          then attempt Archive Disk Recovery again.

Bit map or VTOC is physically damaged, copy disk and try again
          There has been physical damage done to at least one of the starting
          sectors of the diskette. Copy the diskette using the Duplicate
          Diskette utility and attempt Archive Disk Recovery again.

Cannot Find One
          An attempt has been made to locate a character sequence which does not
          appear on the current page.

Cannot Globally Replace that
          You have violated one of the restrictions placed upon the Global
          Replace operation. Try again.

Cannot Reserve Requested Drive
          The drive is being accessed from another workstation and is not
          available for mounting or dismounting a disk at this time.

Can't file prototype document
     It is illegal to file the prototype document. Do not store text on
     the prototype document.

Complete ALL Fields Before Pressing EXECUTE
     All requested information must be entered before the system will
     proceed.

Could Not Cancel Active Job
     The job is being processed at another device.

Damaged Diskette. Do you wish to continue?
     During a Duplicate Diskette function, the track/sector displayed above
     this prompt is damaged. Press EXECUTE if you wish the system to
     continue reading the diskette (the bad sector will be filled with
     zeros on the copy); or press CANCEL to stop the duplication.

Damaged beyond recovery
     The system was unable to recover the document; no editing is
     possible. Delete document.

Digit only
     Only a digit (0-9) can be entered at this point; other characters are
     illegal.

Disk contains a bad sector
     The diskette contains a bad label sector. Continue Archive Disk
     Recovery by pressing EXECUTE.

Disk full
     There is no room on the diskette for the operation being performed to
     continue.

Disk I/O Error
     A system error has occurred. Reset the system.

Disk is write protected - put tab on disk and try again
     A write protected diskette cannot be used in Archive Disk recovery.
     Remove the diskette from the drive and place a tab over the small
     notch on the front edge of the disk.

Disk was previously mounted
     This is an indication that someone else is using the drive. Wait
     until the drive is available and try again.

Diskette password protected, PASSWORD =
     The diskette is password protected. To access, type the password (it
     will not show on the screen) and press EXECUTE.

Document damaged
>   The document contains errors. To recover the document, select Edit
>   Old Document from the Word Processing menu and enter the ID of the
>   damaged document. A message in the upper right corner of the screen
>   notifies you that recovery is occurring automatically.

Document does not exist in specified file
>   Document File was selected from the Document Recovery menu, a legal
>   document ID was entered, but the Document file corresponding to that
>   document does not exist. Similarly, if Baddoc File was selected from
>   the Document Recovery menu and a legal document ID was entered, the
>   Baddoc file corresponding to that ILD does not exist.

Document in use
>   The requested document is being used for another operation.

Document not found
>   The ID entered is nonexistent; either it has not yet been assigned or
>   it has been deleted. Enter a valid ID.

Document opened; needs recovery
>   The document being accessed has been damaged and must be recovered
>   before it can be used.

Document password protected
>   The document cannot be accessed until the correct password is attached
>   to the workstation.

Document too large to archive
>   The document will not fit on the archive diskette. Make it smaller or
>   divide it by using Super Copy.

Document was not opened
>   This prompt indicates an internal programming error, submit WPS Users
>   Report.

Document will be deleted after printing!
>   Print instruction in Print menu has been given to delete from the
>   library after it is printed.

DOS Volume
>   The diskette that has been inserted in the drive is a DOS diskette.
>   It cannot be used for filing.

Drive is Not Available
>   The drive is in use and cannot be accessed at this time.

Enter document ID first
    In Document Compare, the document ID must be entered before the page
    ranges.

Error Initializing Disk
    During the preparation of a new diskette, a format error has occurred
    or there is a bad sector on the disk. Try initializing again. If the
    error recurs, try a new disk.

Execute or Cancel
    Only two keys are allowable at this point, CANCEL or EXECUTE.

First finish Copy
    You must EXECUTE or CANCEL the Copy operation before proceeding to the
    next function.

First finish Delete
    You must EXECUTE or CANCEL the Delete operation before proceeding to
    the next function.

First finish Insert
    You must EXECUTE or CANCEL the Insert operation before proceeding to
    the next function.

First finish Move
    You must EXECUTE or CANCEL the Move operation before proceeding to the
    next function.

First finish Replace
    You must EXECUTE or CANCEL the Replace operation before proceeding to
    the next function.

Format error
    The system has detected an operator error such as an empty page, etc.

Hardware Error
    Something is wrong with the equipment. Call Field Service for
    assistance.

Illegal document count
    Operator has entered a number higher than the actual number of
    documents. Reenter the correct number.

Illegal Password. Please Reenter
    When assigning a password, it must consist of from one to eight
    alphanumeric characters. Type in a valid password.

Illegal Script. Printout cancelled by system
    Prints when second subscript or superscript is entered.

In Use
> The document is in use (printing or in edit) at another device.

Invalid Admin Block
> Some sections of the document, not visible to the user, are damaged.
> Select the Recover Document utility to attempt recovery.

Invalid Character in Field--Letters and Numbers Only
> Volume names, library names, mailbox names, and passwords cannot
> contain spaces or any symbol other than uppercase or lowercase
> letters, or the numbers 0-9.

Invalid character set
> The system does not recognize this as a valid character set, probably
> because it is not a number.

Invalid Document ID, please reenter
> The ID entered is not in the proper document ID format, that is, four
> digits followed by a letter.

Invalid Entry Name
> An error was made when defining the glossary label. Reenter in the
> correct format.

Invalid file name, please reenter
> The file specified when Other was selected from the Document Recovery
> menu either does not exist or is not in the proper format.

Invalid Frn.
> This prompt indicates an internal program error, submit a WPS Users
> Report.

Invalid (-IF-) test
> The IF test in the Glossary cannot be performed as written. Rewrite
> it.

Invalid key ignored
> A typographical error or illegal response has occurred. Reexecute.

Invalid Library
> The creation library selected by the operator uses a character that is
> not alpha or space.

Invalid Length
> The length specified for an operation (e.g., Global Hyphenation) is
> too long or otherwise invalid.

Invalid Number
>	The fields on the Print Document menu must be filled in with valid numbers.

Invalid Page
>	The Print Thru Page number entered in the Print Document field does not exist in the document; this number cannot be higher than the number of pages contained in the document.

Invalid Response--Please Reenter
>	The wrong key has been pressed.

Master Processor Overload
>	The system is busy processing another job. Try again.

May Be Damaged
>	The system was not able to completely recover the document.

Mount Operation Failed (No Disk in Drive)
>	The system prompts if the dismounted volume was a floppy volume and another volume is not currently being mounted.

Mount Special Forms
>	Prints on the Document Summary when Form 1 or Form 2 has been selected as the paper type on printers not equipped with special feeding devices.

Move Cursor
>	The system will not enter text into "dead space." Move the cursor to space into which characters have been typed, or use the Insert function.

Needs recovery
>	The document you are trying to access has been damaged and must be recovered before it can be used.

Needs to be Verified
>	The current Glossary document must be verified before any entry may be recalled from it.

No Disk in Drive
>	The system does not recognize any volume or diskette at the designated address. Check that the volume has been logically mounted or the diskette properly inserted.

No next screen
>	There is no screenload following the one on which you are currently located.

No previous screen
>There is no screenload preceding the one on which you are currently located.

No Prototype Document
>The Library Prototype does not exist. Create one, using the Create Library function.

No such Glossary Entry
>There is no entry with that label in the currently attached glossary document.

Now being Edited
>Indicates that another operator is editing the document.

Now in use
>The requested document is being used for another operation.

Output File Not Found
>The Input File Name was not found on the Output file; the system will not Recreate (update) the file.

Page not in document
>The page number entered in the Page Range field of Document Compare is not in the document selected.

Page not numeric
>Page ranges entered in Document Compare must be numeric.

Page Range Error
>In the Document Compare utility, the page ranges entered are not within the range of the document.

Password Error
>An error was made entering the password (illegal character or typographical error). Try again, or check whether the volume being requested is correct.

Password Invalid
>Password entered does not match the password of the volume that the operator is attempting to access. Enter correct password.

Password Protected
>Indicates a document cannot be accessed until the correct password is attached to the workstation.

Read Error--Trying to Copy File
>Indicates a hardware problem.

Read Halted. List bad sectors?
*****Damaged Diskette*****
   The Duplicate Diskette function has been halted because the number of
   damaged sectors is greater than twenty-five. Press EXECUTE to display
   a list of the bad sectors.

Request aborted
   A filing operation could not be completed successfully; the diskette
   may be full.

Selected Drive Must be Mounted, Not in Use
   The drive must have an unaccessed, logically mounted disk on it before
   it can be accessed.

Sorry, option not available
   The option selected is not available to the operator.

Space, Return or Execute only
   Press Space Bar, RETURN or EXECUTE to move the cursor.

System Residence--Volume Space Exhausted
   The system disk is full. Delete or archive files.

Too long to archive
   If the current operation were completed, your document would be too
   large to fit on an archive diskette. Make the document smaller or
   divide it by using Super Copy.

Too many batched documents
   More than the maximum number of documents have been chosen for a Batch
   File operation.

Too many characters
   A character sequence has been entered that is too long for the current
   operation.

Too many documents on disk, VTOC is full
   If the program finds too many documents while repairing the VTOC, then
   documents with higher IDs will not be included in the table. If the
   ID of the document to be retrieved is not listed on the Pick Many
   Documents menu, rerun the program and specify that document separately
   using Single Document retrieval.

Too many nested recalls
   A safeguard against using a glossary entry to recall itself
   excessively.

Too many pages
  More than the allowable maximum number of pages (120) have been
  created in one document.

Too many screens
  A text region (e.g., for Copy) has been defined which is too long to
  operate upon.

Unknown Command
  A nonexistent command has been selected with the COMMAND key.

Unknown Document
  The ID entered is nonexistent; either it has not yet been assigned or
  it has been deleted. Enter the correct ID.

Volume Not Mounted
  The volume cannot be accessed until it is logically mounted. Mount
  the volume using the Volume Utility Mount/Dismount.

Write protected
  The write protect notch on the diskette is not covered by a tab. No
  text can be written on the diskette.

Wrong device number
  The printer number entered is incorrect.

ADVANCED FUNCTION ERROR MESSAGES

In the following Advanced Functions error messages, "x" is used in document ID (xxxxl) and temporary file messages to represent numbers. The letter "l" is used in library messages to represent a library letter. The letter "n" is used in BASIC messages to represent a code number.

BASIC ERROR nnn
     There is a problem with BASIC. Reload BASIC software. If problem recurs, call your Wang Representative.

Cannot read input document
     This is a system error. Run the function again.

Cannot write to document
     This is a system error. Run the function again.

DIVISION BY ZERO
     Dividing by zero is an invalid operation. Reenter number. Do not divide by zero.

Document xxxxl already exists
     A previously existing document ID cannot be used for the output document ID. Check the document ID.

Document xxxxl has too many pages
     Document contains more than 119 pages, leaving no room for the index. Shorten the document to no more than 119 pages.

Document xxxxl is damaged
     The system cannot access the document because it is damaged. Go into the Edit function of Word Processing. The system automatically recovers the document.

Document xxxxl is in use
     The document is presently being edited or used in another function. Complete the function or change the document ID.

Document xxxxl is not found in library
     The document ID does not exist on a currently mounted volume. Check the document ID.

Document xxxxl is password protected Please enter password _____
     The system cannot access the document without the document password. Enter the document password. It will not appear on the screen.

Document xxxxl is waiting to be printed
     The document is queued to a printer. Complete the Print function or CANCEL the print request.

Document ID xxxxl cannot be merged with itself
    The same document ID has been entered for the primary and secondary
    documents. Enter two different document IDs for the primary and secondary
    documents.

Document ID xxxxl is invalid
    The document ID has been entered in an incorrect format. Check the
    document ID. The first four characters should be numbers. The last
    character should be the letter of the document library.

ERROR
    An invalid key has been used. Reenter number. Use correct key.

Illegal Page Value
    The page value entered is not a number. Enter a valid page number.

Illegal Search Character
    The character entered in the Replace What field is a nonalphanumeric
    character. Enter any alphanumeric character.

Initial chapter level indicated after paragraph level
    The NOTE key was used incorrectly in the input document. Check the input
    document. In the output document, the error will be indicated by three
    asterisks in the table of contents, if selected.

Insufficient workspace in terminal memory. Please rerun
    48K version of software is being used on a 32K workstation. Rerun the
    APN/TOC Generator from the Advanced Functions menu.

Library 1 does not exist
    Incorrect library has been entered. Check the library letter in the
    document ID.

Library 1 does not exist on currently mounted volume
    System cannot find the document's library. Check the library letter in
    the document ID.

Library catalog does not exist
    The file of word processing libraries is not on the system. The word
    processing software was not installed, or it was installed incorrectly.
    Reinstall the word processing software.

No merge codes were found in xxxxl. Merge terminated
    The primary document contains no Merge codes. Access the primary document
    and enter the necessary Merge codes.

Output document xxxxl has reached maximum size. Merge terminated
    The output document has filled 120 pages and cannot add another page.
    Shorten the primary and/or secondary document.

Please reorganize output library, next document cannot be created
   The output document assigned by "nextl" cannot be created by the system.
   Enter an unassigned document ID or reorganize the library by renumbering
   the documents in the library.

Problem reading temporary file APxxxxxx Please rerun
   This is a system error. Run the APN/TOC Generator again.

Problem writing to temporary file APxxxxxx Please rerun
   This is a system error. Run the APN/TOC Generator again.

Range of pages is invalid
   The page value entered does not fall within a valid page range for the
   document. Specify a valid page range.

System volume space exhausted
   The system volume is full, allowing no more room for document(s). Make
   room on the system volume or use another volume.

Temporary file APxxxxxx is in use
   The APN/TOC Generator is in use on the same input document on another
   workstation. Rerun the APN/TOC Generator when the input document is not
   in use.

TOO LARGE
   The number exceeds 13 digits. Reenter the number with 13 or less digits.

Too many TABS or INDENTS preceding NOTE
   More than eight tabs and/or indents have been used before a note. Go into
   the input document and delete unnecessary tabs and/or indents.

Unable to write to document xxxxl
   This is a system error. Run the APN/TOC Generator again.

Volume for library 1 is not currently mounted
   The document is not on the system. Mount the volume on which the document
   resides.

Volume full
   The volume on which the document resides is full. Make room on the volume
   or use another volume.

WARNING Subdivisions not sequentially ordered
   Notes, tabs, and indents are not in correct order. Go into the input
   document and make the necessary corrections.

ZERO TO THE ZERO POWER
   Zero cannot be taken to the zero power. Reenter the number. Do not use
   zero power with zero.

FOOTNOTING/REPAGINATION ERROR/WARNING MESSAGES

When the following error/warning messages occur, processing is halted and you must take appropriate action in order to clear the condition. In many cases, when you enter incorrect information or an invalid keystroke, the workstation may sound an audio alarm rather than giving you an error message.

Embedded footnote error.
    A start of a footnote identification sequence has been found in the middle of footnote text. Correct the misplaced identification sequence and start the function again.

Error reading log file. Please press CANCEL.
    This condition occurs if you have a bad record in the log file. You must delete the log file to clear this message.

File already exists and is in use.
    You have attempted to use a document that is currently in use as the output document.

File in use. Try again or press CANCEL.
    The requested document is being used for another operation.

File needs recovery.
    The document is damaged. You must recover the document through the appropriate Word Processing utility.

File Not Found.
    Source document does not exist for input.

Insufficient Memory. Please Cancel.
    You have attempted to run the Footnoting/Repagination function on a workstation that does not have enough memory; 64K is needed.

Invalid Document ID. Please Re-enter.
    The ID entered is not in the proper format, which is four digits followed by a letter.

Invalid key
    A typographical or illegal response has occurred. Reexecute.

Invalid Password. Please Reenter.
    You have entered the wrong password for a password protected document. Reenter the correct password.

Invalidly defined footnote separation picture.
    You have defined a footnote separation picture in the source document Work Page that contains a format line. This message would also occur if the footnote separation picture was not terminated with the correct note plus asterisk key sequence.

Minimum spacing of 6 between Num. and text.
> You must have at least 6 spaces between the footnote number and the start of the footnote text when choosing "Indented" from the Footnote Selection screen.

Minimum specification of 1 required.
> You must specify at least one (1) for the footnote number position, when choosing Indented from the Footnote Selection screen.

Minimum specification of 2 required.
> You must specify at least two (2) for the minimum lines of text per page in the Repagination Selection screen.

Minimum specification of 5 required.
> Your first line of text must be tabbed to at least position 5, when choosing Tabbed from the Footnote Selection screen.

Minimum specification of 8 required.
> You must specify at least eight (8) for the Footnote Width field in the Footnote Selection screen.

Number too large, maximum is 158.
> The maximum footnote width is 158 characters, in the Footnote Selection screen.

Page maximum limited to 254 lines.
> You cannot specify more than 254 lines of text per page, in the Repagination Selection screen.

Page text lines min. greater than max.
> The maximum lines of text per page must be greater than the minimum lines of text per page, in the Repagination Selection screen.

Please Answer 'Y' or 'N' Only.
> A typographical error has occurred. Enter either a Y or an N.

Processing Incomplete. Page limit exceeded.
> More than 120 pages have been generated for the output document. You can either split the input document into smaller documents and process each document independently, or you can alter the repagination specifications to accommodate larger page sizes.

Prototype Document. Invalid as Input.
> You have attempted to use the prototype document as either the source or output document ID.

Prototype document Not Available.
> The library being accessed does not have a prototype document defined. Create the prototype document, then reaccess the function.

System WP data file Not Available.
    Check with the system administrator to clear this condition.

The instruction file is unavailable.
    The instruction file cannot be found on the system or is being accessed
    improperly through an external source. You must either put the
    instruction file on the system or remove the competing file access
    activity.

Very bad footnote distribution failure during construction of page ____.
    This message occurs under the following conditions:

● You specify your footnote location at the end of a page.
● You specify a small maximum page length.
● You have relatively large footnotes in relation to the maximum page
    length specified.

    To clear this message, you must do one or more of the following:

● Restructure your source document.
● Increase the maximum page length.
● Edit the output document directly.
● Place all the footnotes at the end of the document.

The following error/warning messages are published to the Work Page of the output document when performing Footnoting/Repagination. You may be able to correct some of these conditions by restructuring the source document. The recommended method of clearing these error conditions is to edit the output document directly.

Dumped footnote(s) on page ____ .
    The conditions under which footnotes are to be split have not been met.
    The Footnoting/Repagination function dumps the footnotes on one page and
    inserts a page break.

Forced orphan during construction of page ____ .
    If the last line of a paragraph does not fit on a page it must be moved to
    the next page, which constitutes an orphan. (This condition only occurs
    when footnote text placement is involved.)

Forced widow on page ____ .
    The first line of a new paragraph must be placed at the end of a page,
    which constitutes a widow. (This condition only occurs when footnote text
    placement is involved.)

Maximum or minimum page line specifications violated during construction of
page____ .
    This message occurs under one of three conditions:

    ●   The specification for the minimum lines of text on a page has been
        violated.
    ●   The specification for the maximum lines of text on a page has been
        violated.
    ●   The page has been filled out with blank lines to accommodate footnote
        text and/or page numbering text.

Maximum page limit exceeded.
    More than 120 pages have been generated for the output document. You can
    either split the input document into smaller documents and process each
    document independently, or alter the repagination specifications to
    accommodate larger page sizes.

The following error/warning messages are output document work page errors when footnoting/repaginating. If such a condition occurs, you should carefully review the output document as it could be missing text. The following error/warning messages are beyond your control and if they do occur, you should consult the appropriate Wang software service personnel.

Possible footnote text loss during page construction ___.

Possible main text loss during page construction ___.

Unidentifiable directory header encountered during page construction ___.

Unidentifiable directory header encountered during virtual page construction ___.

The following error/warning messages are due to system/utility errors and malfunctions while performing Footnoting/Repagination. These conditions are beyond your control and you should consult the appropriate Wang software service personnel immediately.

Non – Rcv File Error – _____ . rcb – _____
er _____ io _____.

Non—recoverable Directory file error.

Non—recoverable Text read error.

Page line limit exceeded.

ERROR/WARNING MESSAGES DISPLAYED DURING THE SORT UTILITY

Document already exists, EXECUTE to use, CANCEL to respecify
    The document specified in the Specify Result Document menu (Replace
    Existing Document option) already exists. If the sort is successful, this
    document is replaced. Operator approval is required before system will
    proceed.

Field is not numeric
    A character other than a digit, space or dec tab is entered in a numeric
    only field.

In use
    The document displayed on the menu is currently in use.

Invalid Document
    The document specified does not exist.

Invalid range
    The range of page numbers to sort on the Enter Source Document menu is
    incorrect. Either the first page of the specified document does not exist
    or the last page to sort is numerically lower than the first page.

List is empty
    EXECUTE has been pressed when no source documents or list of fields to
    sort has been entered.

Lowest allowed entry is 1
    The digit zero has been entered in a field. The system does not accept
    zero as an entry.

Maximum of 16 keys allowed
    NEXT SCRN has been pressed after a total of 16 key fields has been entered
    using the Enter Columns to Sort menu. No more than 16 key fields may be
    entered.

Maximum of 120 input documents
    NEXT SCRN has been pressed after a total of 120 documents was entered
    using the Enter Source Document menu. No more than 120 documents may be
    entered.

Maximum total key is 240 characters
    The total of the maximum width fields on all the Enter Columns to Sort
    menus is more than 240. 240 is the maximum number of digits allowed in
    this field for columns to sort.

No Prototype Document
    The result document library specified is not allowed because there is no
    prototype document in the library catalog to specify the document volume.

Not found
    The sort specification number does not exist.

Please Answer all Questions
    Required information has not been supplied.

Specification already exists, EXECUTE to use, CANCEL to respecify
    The specification number in the Specify Result Document menu already
    exists. If this instruction is followed, the current specification will
    erase the previously saved one. Operator approval is required before the
    system will erase the old specification.

Standard and alternate sequences are incompatible
    Standard sequence and an alternate sequence are both specified. Only one
    is allowed.

Unavailable
    The document, alternate, sequence, or specification number does not
    exist.

Volume _____ is not mounted
    The specified volume is not mounted and is required for a source or result
    document.

Warning: This value applies to all alternate sequence fields
    An alternate sequence code was specified. Only one alternate sequence
    specification is allowed in a sort.

GENERAL PROMPTS/INSTRUCTIONS/MESSAGES

Already in Library
     The requested document is currently residing in the library

Archive Disk Mounted
     A disk that is not a DOS volume is in the drive. The disk may not have
     been prepared as an archive diskette.

Archive Disk
     Informs the operator of the number of the archive diskette that the
     document is being filed to.

Attach it?
     Press EXECUTE to attach the current Glossary document to the
     workstation. Press CANCEL if you do not wish the Glossary document
     attached at this time.

Attachment successful
     The requested Glossary document is now attached to the workstation.

(Autoscore Mode)
     Every text character entered will be underscored.

Batch Request End
     The filing function being performed is completed.

Change Disk in Drive ## -- Press EXECUTE when Drive is Ready
     The requested drive is free and the disk can be removed.

Copy what?
     After pressing COPY, highlight the text to be copied and press EXECUTE.

Creating the Prototype Document
     A brief prompt displayed by the system during Create Library while the
     prototype document is being created.

Creation Library is
     In the Word Processing menu, displays the letter of the library in which
     all word processing documents will be created unless the letter is
     changed by the operator. Press RETURN to move the cursor to this block.

Damaged
     The document contains errors. Edit the document so that recovery can be
     performed.

Damaged Beyond Recovery
     The document cannot be recovered and cannot be edited.

*****Damaged Diskette*****
     The diskette is damaged beyond repair. Replace it.

Delete?
> The operator has chosen Delete-Yes from the Print Document menu. The
> system is confirming that the document should be deleted from the library
> after printing. Press EXECUTE if yes, CANCEL if no.

Delete what?
> After pressing DELETE, highlight the text to be deleted and press EXECUTE.

(Deleting)
> Displayed while text is being deleted.

Detachment Successful
> The requested Glossary document is no longer attached to the workstation.

Device number
> When cancelling a print request, the system asks for the output device
> (printer) number.

Document
> The function being performed requires a document ID. Enter it following
> the prompt.

(Document End)
> The last character of the document is visible on the screen.

Document name is
> During the current operation, the system will provide document name. If
> correct, EXECUTE; if incorrect CANCEL.

Document Compare
> The two documents being compared during the Document Compare utility did
> not compare.

Documents will be deleted after printing
> Indicates that a specified document will automatically be deleted from the
> system after it is printed.

Documents Processed
> List of document IDs being processed in a Batch Filing operation.

End of Edit?
> Displayed after pressing CANCEL in Document Create or Edit. To terminate
> the operation, press EXECUTE; otherwise, press CANCEL.

Enter Password
> The operator may enter up to six alphanumeric characters to make this
> document inaccessible to others.

Enter starting Document ID
    Enter the first document ID to be filed, retrieved, etc., in the group
    Batch Filing operation.

Entry Cancelled
    The glossary entry being recalled has been terminated by the operator.

File does not exist. Touch EXECUTE to create
    In Single/Multi-File Copy, the file does not exist on the Output Volume.
    Press EXECUTE to tell the system to proceed to copy it onto the Output
    Volume.

File to archive
    Transfers specified document(s) from the library to an archive diskette
    for permanent storage and deletes the document from the library.

Find next one?
    Press EXECUTE or SRCH to find the next occurrence, CANCEL to terminate the
    Global Replace operation, or SHIFT + REPLC to replace every instance from
    this point on.

Format copied
    Indicates that the format line was copied along with the moved or copied
    text.

from disk
    Displays the number of the archive disk from which the document was last
    retrieved. If the document has not yet been filed, spaces will be
    displayed instead of a number.

From Where?
    Highlight the text to be moved or copied.

Glossary
    Enter the ID number of the Glossary document desired.

Hyphenate?
    Position the cursor where the word is to be broken and press EXECUTE. To
    bypass this word, press SRCH to find the next word for possible
    hyphenation or CANCEL to terminate the operation.

Idle
    Displayed next to a port number to indicate that the peripheral is on and
    at the main menu.

(In progress)
    Filing operation is in progress

In use
    The document is being used by another device, such as a printer.

Insert page break?
    Move the cursor to the first line to appear on a new page and press
    EXECUTE.

Insert What?
    After pressing INSERT, type the characters to be inserted, and press
    EXECUTE.

Library Successfully Created
    The system has completed creating the library.

May be Damaged
    Part of the document may not be recovered.

Mount Archive Disk
    The operation being performed requires an archive diskette to be mounted.

Move What?
    After pressing MOVE, highlight the text to be moved and press EXECUTE.

No Print Request
    The document is not in print queue.

Number of Documents
    The filing operation requires the specific number of documents to be
    processed.

(Page End)
    Indicates that a page break is on the current screen.

Page length
    Enter the page length to be used when repaginating the document.

Page Range Completed on Document XXXXX
    During Document Compare the page range for one document was completed
    before the other.

Pages to be printed: xx
    Indicates on the Document Summary, the number of pages to be printed at
    this print request.

Please Cancel
    The operator must press CANCEL to correct the error before the glossary
    will verify.

Please enter Document ID
    Enter the document ID. Press EXECUTE.

Please enter Glossary ID
    The operation being performed requires a glossary ID before it can
    continue.

Please Mount Archive Diskette
    Indicates appropriate Archive Diskette must be mounted in order for the
    requested operation to be performed.

Press EXECUTE to Run Again or CANCEL to Terminate
    Pressing EXECUTE allows the operator to repeat the function (for example,
    to initialize a second volume); pressing CANCEL allows the operator to
    return to the Utilities menu.

Primary Document ID
    The current function requires two document IDs. Enter the first ID
    (primary) and press EXECUTE.

Printing
    The document is currently being printed.

Printout cancelled by operator
    Indicates that the print request for a specified document has been
    cancelled.

Queued
    The document is in line for printout.

(Rearranging)
    Displayed while the system is rearranging a document following an
    operation that has modified it.

Recovered
    The document was recovered successfully.

Recovering
    The system is in the process of recovering the document which was damaged.

Replace it?
    Press EXECUTE or REPLC to replace this occurrence, SRCH to find next
    occurrence, CANCEL to terminate the Global Replace operation, or SHIFT +
    REPLC to replace every instance from this point on.

Replace it with?
    After highlighting the text to be replaced, enter the replacement
    characters and press EXECUTE.

Replace what?
    After selecting Replace or Global Replace, highlight the text to be
    replaced and press EXECUTE.

Search for what?
    Enter the character sequence to be located.

(Searching)
    Indicates the system is locating some particular text to be used in the
    operation.

Secondary Document ID
    Function requires a second document ID.

SUCCESSFUL
    Displayed next to the file name to indicate that the system has
    copied/deleted it.

To begin, Key 'X'!
    Press X to initiate Prepare New Archive Disk function.

To Where?
    Indicate (by positioning the cursor) where text is to be moved or copied.

Utility Cancelled
    The user cancelled the Document Compare utility.

*****Verification failed*****
    The diskette being copied from is damaged and the system cannot verify.
    Try starting the function again, but do not choose Verification.

Waiting
    The system displays this message when it is in the process of cancelling a
    print request.

Which Command?
    Press the key corresponding to the command to be performed.

Which Entry?
    Type the 1-character label assigned to the Glossary Entry to be recalled.

Which page:
    Appears after pressing GO TO PAGE. Now indicate where the cursor is to be
    located.

Zone Length:
    Enter the minimum number of blank spaces to be considered for hyphenation
    when using Global Hyphenation.

PROMPTS/INSTRUCTIONS/MESSAGES THAT APPEAR DURING THE DOCUMENT SORT UTILITY

Reading document _____
     The number of the current document in the list of documents that is being
     processed is displayed.

Source records processed
     The number of records processed is displayed.

Writing document _____
     The document ID of the result document is displayed as it is being created.

Result records processed
     The number of records written on the result document is displayed.

Merging intermediate results
     An internal portion of the sort is in progress. Normally it is very short
     (15 seconds). Larger documents and/or key fields will cause this step to
     be longer. SHIFT and CANCEL will terminate the sort at this time.

Document _____ created
     The sort is complete. The document ID of the result document is displayed.

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Customer Comment Form

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Technical Accuracy — Does the system work the way the manual says it does?	☐	☐	☐	☐	☐
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